MINUTES

Board of Library Trustees

1980

NATIONAL

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96-638

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THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1979

RECEIPTS	CITY	COUNTY	COMBINED
Balance on Hand January 1, 1979	$225,219.84	$130,195.36	$355,415.20
June Tax Distribution	1,021,867.41	571,247.67	1,593,115.08
December Tax Distribution	917,638.91	519,164.99	1,436,803.90
Transfer from County - Inter-Library	319,630.00		319,630.00
Rent	16,440.00		16,440.00
Fines	50,978.90	1,716.41	52,695.31
Books	2,972.71	43.32	3,016.03
Copier Receipts	38,942.66	353.60	39,296.26
Parking Lot Receipts	15,418.20		15,418.20
Miscellaneous Receipts	4,301.10		4,301.10
Insurance Claims	702.26		702.26
Auditor of State of Indiana	66,766.06	20,443.96	87,210.02
TOTAL FUNDS	$2,680,878.05	$1,243,165.31	$3,924,043.36

DISBURSEMENTS			
Services Personal			1,663,970.45 ~~$1,662,802.50~~
Services Contractual			608,092.10*
Supplies			122,328.75
Material			6,850.05
Current Charges			393,833.63*
Current Obligations			15,718.39
Properties			589,942.05
TOTAL EXPENDITURES	~~$2,356,337.47~~ 2,356,505.42	$1,043,230.00	~~$3,399,567.47~~ 3,399,735.42
Balance on Hand January 1, 1980	~~$324,540.58~~ 324,372.63	$199,935.31	~~$524,475.89~~ 524,307.94

*Recurring Charges

Inter-Library Service	$170,000.00
Rent	34,630.00
Rent on Books and Records Loaned	115,000.00
	$319,630.00

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

DISBURSEMENTS 1979

1 SERVICES PERSONAL	
11 Salary of Librarian	26,576.82
12 Salary of Assistants	
121 Regular Assistants	1,129,362.26
122 Substitute and Part Time	248,231.75
13 Wages of Janitors	196,900.17
14 Other Compensation	
141 Technical and Professional	8,921.89
142 Employer Participation in Group Insurance	52,809.61
TOTAL	$1,662,802.50
	167.95 Check # 026841 re-issued
	1,662,970.45
2 SERVICES CONTRACTUAL	
21 Communication and Transportation	
211 Freight, Express and Drayage	673.92
212 Postage	12,850.00
213 Telephone Tolls and Telegrams	18,589.73
214 Professional Meetings	3,261.92
215 Gasoline and Oil	9,000.00
216 Other Transportation Expense	1,938.16
22 Heat, Light, Power and Water	
221 Electric Current	135,699.86
224 Water	3,459.13
225 Sewer	2,193.09
23 Printing and Advertising	
231 Advertising and Publication of Notices	589.43
232 Printing, Other than Office Supplies	61.80
24 Repairs	
241 Buildings and Structures	108,676.67
242 Equipment	15,147.35
243 Rebinding and Repair of Books	60,000.00
25 Services, Other Contractual	
252 Labor	4,073.72
253 Rental on Equipment	27,461.30
254 Inter-Library Service	170,000.00*
256 Service on Mechanical Equipment	33,597.92
257 Expense Developing Microfilm	818.10
TOTAL	$608,092.10

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

DISBURSEMENTS 1979

1 SERVICES PERSONAL	
11 Salary of Librarian	26,576.82
12 Salary of Assistants	
121 Regular Assistants	1,129,362.26
122 Substitutes and Part Time	248,231.75
13 Wages of Janitors	196,900.17
14 Other Compensation	
141 Technical and Professional	8,921.89
142 Employee Participation in Group Insurance	52,809.61
TOTAL	1,612,802.50
2 SERVICES CONTRACTUAL	
21 Communication and Transportation	
211 Freight, Express and Drayage	673.92
212 Postage	12,850.00
213 Telephone Tolls and Telegrams	18,589.73
214 Professional Meetings	3,261.92
215 Gasoline and Oil	9,000.00
216 Other Transportation Expense	1,938.16
22 Heat, Light, Power and Water	
221 Electric Current	135,699.86
224 Water	3,459.13
225 Sewer	2,193.09
23 Printing and Advertising	
231 Advertising and Publication of Notices	589.43
232 Printing, Other than Office Supplies	61.80
24 Repairs	
241 Buildings and Structures	108,676.67
242 Equipment	15,147.35
243 Rebinding and Repair of Books	60,000.00
25 Services, Other Contractual	
252 Labor	4,073.72
253 Rental on Equipment	27,451.30
254 Inter-Library Service	170,000.00*
256 Service on Mechanical Equipment	35,597.92
257 Expense Developing Microfilm	919.10
TOTAL	866,092.10

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

DISBURSEMENTS 1979

3 SUPPLIES	
31 Office Supplies	
311 Official Records	67.33
312 Stationary and Printing	9,289.95
313 Other Office Supplies	3,891.64
32 Other Supplies	
321 Other Library Supplies	31,004.20
322 Janitors Supplies	15,671.75
323 Photography Supplies	3,885.83
33 Coal, Fuel Oil and Gas	58,518.05
TOTAL	$122,328.75
4 MATERIAL	
41 Building	
411 Branch Buildings	134.75
44 General	
441 Materials and Parts for Equipment	5,045.87
442 Other General Materials	1,669.43
TOTAL	$6,850.05
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	36,645.00
52 Rents	36,250.00*
54 Dues	2,564.61
55 Employers Contribution, Retirement, O.A.S.I.	142,040.00
56 Transfer to Improvement Reserve Fund	60,500.00
57 Rent on Books and Music Records Loaned by City	115,000.00*
58 Unemployment Tax	834.02
TOTAL	$393,833.63
6 CURRENT OBLIGATIONS	
62 Interest	15,718.39
TOTAL	$15,718.39

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

DISBURSEMENTS 1979

3 SUPPLIES

31 Office Supplies	
311 Official Records	67.33
312 Stationery and Printing	9,289.95
313 Other Office Supplies	3,891.64
32 Other Supplies	
321 Other Library Supplies	11,004.20
322 Janitors Supplies	15,671.75
323 Photography Supplies	3,885.83
33 Coal, Fuel Oil and Gas	58,518.05
TOTAL	$122,328.75

4 MATERIAL

41 Building	
411 Branch Buildings	134.75
44 General	
441 Materials and Parts for Equipment	5,045.87
442 Other General Materials	1,659.43
TOTAL	$6,830.05

5 CURRENT CHARGES

51 Insurance and Bond Premiums	36,645.00
52 Rents	36,250.00*
54 Dues	2,564.61
55 Employers Contribution, Retirement, O.A.S.I.	142,040.00
56 Transfer to Improvement Reserve Fund	60,500.00
57 Rent on Books and Music Records Loaned by City	115,000.00*
58 Unemployment Tax	234.92
TOTAL	$393,833.63

6 CURRENT OBLIGATIONS

62 Interest	15,718.39
TOTAL	$15,718.39

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

DISBURSEMENTS 1979

7 PROPERTIES	
71 Buildings, Structures and Improvements	
711 Buildings and Fixed Equipment	180.55
72 Equipment	
721 Furniture	1,262.33
722 Office	2,606.84
723 Cars	11,528.44
724 Other Equipment	19,605.36
73 Books, Periodicals, Newspapers, Audio-Visual Materials	554,758.53
TOTAL	$589,942.05
GRAND TOTAL	$3,399,567.47

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

DISBURSEMENTS 1979

7 PROPERTIES

71 Buildings, Structures and Improvements
711 Buildings and Fixed Equipment 180.55

72 Equipment
721 Furniture 1,262.33
722 Office 2,606.84
723 Cars 11,528.44
724 Other Equipment 19,605.36

73 Books, Periodicals, Newspapers, Audio-Visual Materials 554,758.53

TOTAL $589,942.05

GRAND TOTAL $3,399,567.47

THE PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

COMPARATIVE STATISTICS

CITY

Year	Expenditures	Cash Balance
1975	1,859,961.11	145,063.69
1976	2,112,452.22	234,768.57
1977	2,171,432.59	199,346.59
1978	2,250,376.47	225,219.84
1979	2,356,337.47	324,540.58

COUNTY

1975	882,302.90	110,225.73
1976	914,860.13	128,348.40
1977	957,705.02	90,081.36
1978	962,335.00	130,195.36
1979	1,043,230.00	199,935.31

	TOTAL Expenditures	TOTAL Cash Balance
1975	2,742,264.01	255,289.42
1976	3,027,312.35	363,116.97
1977	3,129,137.61	289,427.95
1978	3,212,711.47	355,415.20
1979	3,399,567.47	524,475.89

THE FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

BOND AND INTEREST REDEMPTION FUND

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1979

RECEIPTS

Balance on Hand January 1, 1979	$324,967.11
June Tax Distribution	324,650.36
December Tax Distribution	291,485.31
TOTAL FUNDS	$941,102.78

EXPENDITURES

Current Obligations	$213,710.00
Debt Payments	380,000.00
TOTAL EXPENDITURES	$593,710.00
Balance on Hand January 1, 1980	$347,392.78

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

December 31, 1979

Dear Board Member:

The enclosed materials are for your information in preparation for the Board Meeting of January 3, 1980. Your packet should contain the following:

1. List of members.
2. Agenda.
3. Notice to Taxpayers (Budget Advertisement).
4. Proposed Operating Fund Budget.
5. Proposed Bond and Interest Redemption Fund Budget.
6. Background on the Proposed 1980 Budget.
7. Revenue for the Support of the 1980 Operating Budget.
8. The Evolution of Public Library Institutions in Fort Wayne and Allen County.
9. Senate Bill 80.
10. A Proposed Policy Statement Supporting Senate Bill 80.
11. A Proposed Policy Statement Opposing Senate Bill 80.

If you have questions or comments on any of these materials, please do not hesitate to contact me or Rick Ashton, the Assistant Director. I look forward to seeing you Thursday, January 3, 1980, at 3:00 p.m.

Sincerely,

Robert H. Vegeler

Robert H. Vegeler
Director

RHV/al

BOARD OF LIBRARY TRUSTEES, ALLEN COUNTY PUBLIC LIBRARY, 1980

Mrs. Lu Ann Beaman	9031 Forestdale Drive New Haven, IN 46774	493-2077
	New Haven High School 1300 Green Road New Haven, IN 46774	493-3585
Mrs. Rae Gates	6831 Blue Mist Road Fort Wayne, IN 46809	747-9511
Mrs. Mary M. Koehlinger	4815 Chaucer Road Fort Wayne, IN 46815	485-9321
Rev. Mr. George R. Mather	2009 Forest Park Blvd. Fort Wayne, IN 46805	743-3009
	First Presbyterian Church 300 West Wayne Street Fort Wayne, IN 46802	743-7421
Mr. Alan McMahan	4601 Tacoma Avenue Fort Wayne, IN 46807	745-2261
	Alan McMahan & Co. 206 Inland Building 803 South Calhoun Street Fort Wayne, IN 46802	424-1500
Mr. Zohrab K. Tazian	11224 Kings Crossing Fort Wayne, IN 46825	637-5480
	Z.K. Tazian Associates 710 South Barr Street Fort Wayne, IN 46802	743-0003
Mrs. M. Patricia Vogel	6738 Quail Ridge Lane Fort Wayne, IN 46804	432-6177
	Mungovan & Sons Memorial Chapels 2114 South Calhoun Street Fort Wayne, IN 46807	744-2114

AGENDA

Allen County Public Library
Board of Library Trustees
January 3, 1980, 3:00 p.m.
Board Room, Fort Wayne Public Library
900 Webster Street, Fort Wayne, Indiana

1. Election of officers.

2. Public hearing on proposed 1980 budget.

3. Adoption of 1980 budget by Additional Appropriation Resolution.

4. Appointment of Robert H. Vegeler as Director of the Library.

5. Appointment of Thomas E. Fruechtenicht as Library Attorney.

6. Confirmation of all other appointments.

7. Adoption of a policy statement regarding Senate Bill 80.

8. Setting of a regular meeting time.

9. Other business.

10. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

January 3, 1980

The Board met for an organizational meeting in the Board Room of the Main Library at 3:00 p.m. on January 3, 1980. Members present: George Mather, Rae Gates, Alan McMahan, Lu Ann Beaman, Mary Koehlinger, Patricia Vogel. Member absent: Zohrab Tazian. Staff Present: Robert H. Vegeler, Rick J. Ashton, Jacqueline Belschner.

1. Election of officers. Mr. Vegeler took the chair and asked for nominations for President. Mr. McMahan nominated Mr. Mather, Mrs. Vogel Seconded the nomination, and Mr. Mather was unanimously elected President. Mr. Mather took the chair. He asked for nominations for Vice President. Mr. McMahan nominated Mrs. Koehlinger, Mrs. Beaman seconded the nomination, and Mrs. Koehlinger was unanimously elected Vice President. Mr. Mather asked for nominations for Secretary. Mr. McMahan nominated Mrs. Gates, Mrs. Koehlinger seconded the nomination, and Mrs. Gates was unanimously elected Secretary. Mr. Mather asked for nominations for Treasurer. Mrs. Koehlinger nominated Mr. McMahan, Mrs. Vogel seconded the nomination, and Mr. McMahan was unanimously elected Treasurer.

2. Public hearing on the proposed 1980 budget. Mr. Vegeler and Dr. Ashton presented the budget and answered a number of questions from members of the Board. No objectors appeared to speak against the budget. R. Dean Hall, Executive Vice President, Taxpayers Research Association, spoke on the budget. He expressed the support of TRA for the budget and commended the Library staff

for their work. He expressed some concern about the financing of the budget in connection with the present situation of one budget and two separately approved tax levies stemming from the former Fort Wayne Public Library and Allen County Contractual Library. Mr. Mather thanked Mr. Hall for his comments and concern.

3. Mrs. Gates moved the adoption of the 1980 budget, by means of the Additional Appropriation Resolution. Mr. McMahan seconded the motion, which passed unanimously.

4. Mrs. Gates moved, Mr. McMahan seconded, and the Board unanimously approved the appointment of Robert H. Vegeler as Director of the Library.

5. Mr. McMahan moved, Mrs. Vogel seconded, and the Board unanimously approved the appointment of Thomas E. Fruechtenicht as Attorney to the Board.

6. By consent, the Board confirmed the appointments of all other employees of the Library.

7. The Board considered its policy toward Senate Bill 80, a bill introduced in the 1980 General Assembly by Senator Elmer MacDonald at the request of the former Fort Wayne Public Library and Allen County Contractual Library Boards. If passed, the bill would abolish the Allen County Public Library and reconstitute the two former library corporations. After discussion of the possible benefits of both the new and the former library systems, the Board went on record as follows. Mr. McMahan moved, Mrs. Gates seconded, and the Board unanimously approved the following policy: "The Board of Trustees of the Allen County Public Library wishes to thank Senator Elmer MacDonald for his willingness to

help in finding a solution to the legal problems of the libraries in Fort Wayne and Allen County. Believing the present unified system to be in the best interests of the entire community, the Board therefore respectfully requests that Senator MacDonald make no further effort for the passage of Senate Bill 80 in its present form."

8. Mr. McMahan moved, Mrs. Beaman seconded, and the Board unanimously approved the setting of its regular meeting time for the fourth Thursday of each month at 3:00 p.m.

9. Upon suggestion of Mr. Fruechtenicht, the Board empowered the Attorney and the Director to work with Senator MacDonald and other interested parties to develop amendments to Senate Bill 80 which would serve the interest and strengthen the operation of the Allen County Public Library.

10. The meeting adjourned.

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATION

Notice is hereby given the taxpayers of the Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at a meeting at the Public Library, 900 Webster Street, at 3:00 p.m. on the 3rd day of January, 1980, will consider the following additional appropriation.

OPERATING FUND	AMOUNT
1. Services Personal	
11. Salary Librarian	$ 30,000
12. Salary Assistants	1,496,000
13. Wages Janitors	216,000
14. Other Compensation	88,000
Total Appropriation for Services Personal	$1,830,000
2. Services Contractual	
21. Communication and Transportation	57,400
22. Heat, Light, Power, Water	188,100
23. Printing and Advertising	825
24. Repairs	175,000
25. Services, Other Contractual	78,550
Total Appropriation for Services Contractual	$499,875
3. Supplies	
31. Office Supplies	17,150
32. Other Supplies	58,000
33. Coal, Fuel Oil and Gas	100,000
Total Appropriation for Supplies	$175,150
4. Material	
44. General	11,000
Total Appropriation for Materials	$11,000
5. Current Charges	
51. Insurance and Bond Premiums	38,000
52. Rents	20,000
54. Dues	3,500
55. Employer Contribution, Reitrement, O.A.S.I.	157,870
56. Transfer to Improvement Reserve Fund	40,000
58. Unemployment Tax	18,000
Total Appropriation for Current Charges	$277,370
6. Current Obligations	
62. Interest	25,000
Total Appropriation for Current Obligations	$25,000
7. Properties	
72. Equipment	42,000
73. Books, Periodicals, Newspapers, Audio Visual materials	610,000
Total Appropriation for Properties	$652,000
Total Appropriations for all Major Classifications	$3,470,395

BOND & INTEREST REDEMPTION FUND	AMOUNT
6. Current Obligations	
62. Interest	$194,665
8. Debt Payment	
81. Bonds	395,000
Total Appropriation for Debt Payment	$589,665

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriation as finally made will be referred to the State Board of Tax Commissioners, which board, upon receipt, will hold a further hearing within fifteen days at the County Auditor's office of said County, or at such other place as may be designated. At such hearing taxpayers objecting to any of such additional appropriation may be heard. Interested taxpayers may inquire of the County Auditor when and where such hearing will be held.

ALLEN COUNTY PUBLIC LIBRARY
FORT WAYNE, ALLEN COUNTY, IND.

By Thomas E. Fruechtenicht
Attorney

December 24, 31, 1979

Prescribed by State Board of Accounts Library Budget Form No. 1 (Rev.1964)

BUDGET ESTIMATE

The undersigned respectfully submits the following estimate of expenses necessary for the Allen County Public Library for the calendar year ending December 31, 1980.

*Prepare a separate estimate for each fund.

Operating FUND*

	Item	Total Estimate
1. SERVICES PERSONAL		
11 Salary of Librarian	30,000.00	30,000.00
12 Salary of Assistants		
121 Regular Assistants	1,262,000.00	
122 Substitute and Part Time	234,000.00	
123 Chauffeurs and Collectors		1,496,000.00
13 Wages of Janitors	216,000.00	216,000.00
14 Other Compensation		
141 Technical and Professional	11,000.00	
142 Employer Participation in Group Insurance	77,000.00	88,000.00
Total		$1,830,000.00
2. SERVICES CONTRACTUAL		
21 Communication and Transportation		
211 Freight,Express and Drayage	900.00	
212 Postage	14,500.00	
213 Telephone Tolls and Telegrams	21,000.00	
214 Professional Meetings	4,000.00	
215 Gasoline and Oil	14,000.00	
216 Other Transportation Expense	3,000.00	57,400.00
22 Heat,Light,Power and Water		
221 Electric Current	177,000.00	
224 Water	6,100.00	
225 Sewer	5,000.00	188,100.00
23 Printing and Advertising		
231 Advertising and Publication of Notices	750.00	
232 Printing,Other than Office Supplies	75.00	825.00

BUDGET ESTIMATE

The _____ respectfully submits the following estimate of _____ Item Comes on ____ Item _____

	Item	Total Estimate
SERVICES PERSONAL		
11 Salaries of Officers	[illegible]	[illegible]
121 Regular Assistants	[illegible]	
122 Substitute and Part Time	234,000.00	
123 Chauffeurs and Collectors	[illegible]	
141 Technical and Professional	[illegible]	
142 Employer Participation in Group Insurance	[illegible]	
Total		[illegible]
21 Communication and Transportation		
211 Freight, Express and Cartage	[illegible]	
213 Telephone Tolls and Telegrams	[illegible]	
221 Electric Current	[illegible]	
223 Sewer	5,000.00	[illegible]
23 Printing and Advertising		

	Items	Total Estimate
24 Repairs		
241 Buildings and Structures	80,000.00	
242 Equipment	20,000.00	
243 Rebinding and Repair of Books and Binding of Magazines and Documents	75,000.00	
244 Miscellaneous Repairs		175,000.00
25 Services, Other Contractual		
252 Labor	5,550.00	
253 Rental on Equipment	32,000.00	
254 Inter-Library Service		
255 Depository Fees		
256 Service on Mechanical Equipment	40,000.00	
257 Expense Developing Microfilm	1,000.00	
258 Accounting Services		78,550.00
Total		$499,875.00
3. SUPPLIES		
31 Office Supplies		
311 Official Records	150.00	
312 Stationery and Printing	12,000.00	
313 Other Office Supplies	5,000.00	17,150.00
32 Other Supplies		
320 Photography Supplies	4,000.00	
321 Other Library Supplies	37,500.00	
322 Janitors Supplies	16,500.00	58,000.00
33 Coal, Fuel Oil and Gas	100,000.00	100,000.00
Total		$175,150.00
4. MATERIAL		
41 Building		
411 Branch Buildings		
412 Other Material		

	Items	Total Estimate
44 General		
441 Materials and Parts for Equipment	7,000.00	
442 Other General Materials	4,000.00	11,000.00
Total		$11,000.00
5 CURRENT CHARGES		
51 Insurance and Bond Premiums	38,000.00	
52 Rents	20,000.00	
53 Tax and Assessments		
54 Dues	3,500.00	
55 Employer's Contribution, Retirement, O.A.S.I.	157,870.00	
56 Transfer to Improvement Reserve Fund	40,000.00	
57 Rent on Books and Music Records Loaned by City		
58 ~~XXXXXXXXXX~~ Unemployment Tax	18,000.00	
Total		$277,370.00
6. CURRENT OBLIGATIONS		
62 Interest	25,000.00	
63 Emergency Loans		
Total		$25,000.00
7. PROPERTIES		
71 Buildings, Structures and Improvements		
711 Buildings and Fixed Equipment		
712 Other Structures		
72 Equipment		
721 Furniture	5,000.00	
722 Office	5,000.00	
723 Cars	14,000.00	
724 Other Equipment	18,000.00	42,000.00
73 Books, Periodicals, Newspapers, Audio-Visual Materials	610,000.00	610,000.00
Total		$652,000.00
. DEBT PAYMENTS		
81 Bonds		
Total		

The undersigned hereby certifies that the above and foregoing is a true and fair estimate of the probable expense of the **Allen County Public Library** Library for the year ending December 31, 19 **80**, and that according to our best knowledge and belief the amounts named in the various items will be necessary for the proper operation of said library.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Members of Library Board	Members of Library Board

BUDGET ESTIMATE

The undersigned respectfully submits the following estimate of expenses necessary for the Allen County Public Library for the calendar year ending December 31, 1980.

*Prepare a separate estimate for each fund.

Bond & Interest Redemption FUND*

	Item	Total Estimate
1. SERVICES PERSONAL		
11 Salary of Librarian		
12 Salary of Assistants		
121 Regular Assistants		
122 Substitute and Part Time		
123 Chauffeurs and Collectors		
13 Wages of Janitors		
14 Other Compensation		
141 Technical and Professional		
142 Employer Participation in Group Insurance		
Total		
2. SERVICES CONTRACTUAL		
21 Communication and Transportation		
211 Freight,Express and Drayage		
212 Postage		
213 Telephone Tolls and Telegrams		
214 Professional Meetings		
215 Gasoline and Oil		
216 Other Transportation Expense		
22 Heat,Light,Power and Water		
221 Electric Current		
224 Water		
225 Sewer		
23 Printing and Advertising		
231 Advertising and Publication of Notices		
232 Printing,Other than Office Supplies		

	Items	Total Estimate
24 Repairs		
241 Buildings and Structures	_____	
242 Equipment	_____	
243 Rebinding and Repair of Books and Binding of Magazines and Documents	_____	
244 Miscellaneous Repairs	_____	
25 Services, Other Contractual		
252 Labor	_____	
253 Rental on Equipment	_____	
254 Inter-Library Service	_____	
255 Depository Fees	_____	
256 Service on Mechanical Equipment	_____	
257 Expense Developing Microfilm	_____	
258 Accounting Services	_____	
Total		_____
3. SUPPLIES		
31 Office Supplies		
311 Official Records	_____	
312 Stationery and Printing	_____	
313 Other Office Supplies	_____	
32 Other Supplies		
320 Photography Supplies	_____	
321 Other Library Supplies	_____	
322 Janitors Supplies	_____	
33 Coal, Fuel Oil and Gas	_____	
Total		_____
4. MATERIAL		
41 Building		
411 Branch Buildings	_____	
412 Other Material	_____	

	Items	Total Estimate
44 General		
441 Materials and Parts for Equipment		
442 Other General Materials		
Total		
5 CURRENT CHARGES		
51 Insurance and Bond Premiums		
52 Rents		
53 Tax and Assessments		
54 Dues		
55 Employer's Contribution, Retirement, O.A.S.I.		
56 Transfer to Improvement Reserve Fund		
57 Rent on Books and Music Records Loaned by City ...		
58 ~~XXXXXXXXXX~~ Unemployment Tax		
Total		
6. CURRENT OBLIGATIONS		
62 Interest	194,655.00	
63 Emergency Loans		
Total		$194,655.00
7. PROPERTIES		
71 Buildings, Structures and Improvements		
711 Buildings and Fixed Equipment		
712 Other Structures		
72 Equipment		
721 Furniture		
722 Office		
723 Cars		
724 Other Equipment		
73 Books, Periodicals, Newspapers, Audio-Visual Materials		
Total		
8. DEBT PAYMENTS		
81 Bonds	395,000.00	
Total		$395,000.00

The undersigned hereby certifies that the above and foregoing is a true and fair estimate of the probable expense of the Allen County Public Library Library for the year ending December 31, 1980, and that according to our best knowledge and belief the amounts named in the various items will be necessary for the proper operation of said library.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Members of Library Board	Members of Library Board

BACKGROUND ON THE PROPOSED 1980 BUDGET

This budget is substantially the same as the document approved by the Local Government Property Tax Control Board in July 1979 and provisionally adopted by the Fort Wayne Public Library Board and Allen County Contractual Library Board in August 1979. The budget attempts to respond to changes in the Library's structure by concentrating on the short-term development of outlying facilities, the strengthening of staff, and the provision of books and other library materials for all residents of Allen County.

Wherever possible, the figures in this budget are based on estimates provided by suppliers, industry sources, or other public service units both inside and outside Allen County. In other cases, the figures are based on the previous experience of the Fort Wayne Public Library and the Allen County Contractual Library. When read in conjunction with the Budget Estimate, Library Budget Form No. 1, the accompanying narrative material provides information on the figures which may require special explanation. When not otherwise noted, the figures on Form No. 1 are derived from previous experience of the Fort Wayne Public Library and the Allen County Contractual Library.

1. SERVICES PERSONAL

11 Salary of Librarian $30,000

This figure is 7% above the average of the 1979

approved by the Local Government Property Tax Control Board

Public Library Board and Allen County Contractual Library

discussed in the Library's submission by concentrating on the

short-term development of outlying facilities, the strengthening

of staff, and the provision of books and other library materials

However readily, the figures in this budget are based

other public service units both inside and outside Allen

County. In other areas, the figures are based on the previous

experience of the Fort Wayne Public Library and the Allen

County Contractual Library. When read in conjunction with

the Budget Estimate, Library Budget Form No. 1, the

accompanying narrative material provides information on the

noted, the figures on Form No. 1 are derived from

$20,000

the average of the 1972

Directors' salaries for the seven Indiana public libraries serving more than 100,000 people, reported in a survey conducted by the Fort Wayne Public Library in March 1979.

12 Salary of Assistants	
121 Regular Assistants	1,262,000
122 Substitute and Part Time	234,000
13 Wages of Janitors	216,000

These figures allow for 6% salary and hourly increases over 1979 levels.

141 Technical and Professional	11,000
Attorney 100 hours @ $60	6,000
Engineer 100 hours @ $30	3,000
Consultants 10 days @ $200	2,000
142 Employer Contribution to Group Insurance	77,000
Blue Cross/ Blue Shield	50,000
Term life and disability	27,000

2. SERVICES CONTRACTUAL

241 Repairs to Buildings and Structures	80,000

This figure provides for some upgrading of physical facilities in branch buildings in New Haven and Harlan, possible major repairs to the Georgetown Branch Library, renovation of rented space in one of several possible outlying commercial locations, and routine mechanical and structural repairs to fourteen existing buildings.

[illegible] ral salaries for the seven Indiana public libraries [illegible] more than 100,000 people, reported in a survey conducted by the Fort Wayne Public Library in March 1979.

12 Salary or Assistance	
121 Regular Assistants	1,262,000
122 Probationers and Part time	234,000
[illegible] of Janitors	216,000
[illegible] allow for 6% salary and hourly increases	
[illegible]	
141 Hospital and Professional	11,000
Attorney 100 hours @ $40	4,000
Engineer 100 hours @ $30	3,000
Consultants 10 days @ $200	2,000
142 Employer Contribution to Group Insurance	77,000
Dental Blue Shield	20,000
Term life and disability	27,000

1.3 CONTRACTUAL

[illegible]ds to Buildings and Structures 80,000

[illegible] figure provides for some upgrading of physical [illegible] major repairs to the Georgetown Branch Library, [illegible] locations, and routine mechanical and [illegible] fourteen existing buildings.

3. SUPPLIES

33 Fuel Oil and Gas 100,000

Gas estimates come from Northern Indiana Public Service Company. Estimates for fuel oil come from current suppliers. Both estimates allow for expansion of facilities now underway.

5. CURRENT CHARGES

52 Rents 20,000

This figure includes rent for the existing Woodburn Branch Library and estimated rent for one possible additional branch library location.

56 Transfer to Improvement Reserve Fund 40,000

This amount is intended for future site development in future branch expansion programs.

7. PROPERTIES

723 Cars 14,000

This amount will allow for the replacement of one bookmobile.

73 Books, Periodicals, Etc. 610,000

In 1968 the Fort Wayne Public Library and the Allen County Contractual Library spent a combined total of $304,000 for books and other library materials. Since that time average prices of all library materials have increased dramatically, as shown in the following figures from the Bowker Annual of Library and Book Trade Information (1979):

Item	1968 (base)	1978 (index)
Hardbound books	100	229
Periodicals	100	319
Films (black and white)	100	132
Films (color)	100	145
Microfilm	100	169

With book prices more than twice as high as 1968 and periodical prices more than three times as high as in 1968, the figure of $610,000 does not match the purchasing power of the Library a decade ago. Additional effort will be needed in the future to prevent further slippage.

(00[illegible])	120	145
	110	169

[illegible] of $[illegible],000 does not meet the unremarkable [illegible] of the Library a decade ago. Additional efforts will [illegible] in the future to prevent further alterations.

REVENUE FOR THE SUPPORT OF THE 1980 OPERATING BUDGET

Balance on hand January 1, 1980	400,000 (approx.)
Levies authorized for 1980	2,710,481
Miscellaneous revenue	
Taxes	384,277
Other	201,810
Total	3,696,368
Less Operating Budget	3,470,395
Balance on hand January 1, 1981	226,173

This reduction of the operating balance will have an effect for only one year. For 1981, increased tax levies will allow the Library to operate without a deficit.

Unified levy for 1980	2,783,197
Multiplied by increase factor	1.048
Unified levy for 1981	2,916,790

The unified levy for 1980 was approved by the Local Government Property Tax Control Board in July 1979. Although the implementation of this levy for 1980 was blocked by a taxpayer lawsuit, this amount will probably serve as the base on which future tax levies for the Allen County Public Library are to be figured.

THE EVOLUTION OF PUBLIC LIBRARY INSTITUTIONS IN FORT WAYNE AND ALLEN COUNTY

After a number of false starts during the nineteenth century, modern public library service in Fort Wayne began in 1893. Acting under authority of an Indiana act of 1881, the Fort Wayne City Council levied the first local tax for public library services. The library was part of the school system, the the Board of School Trustees as owners and managers. This arrangement continued until 1963, when a special act of the legislature created the Fort Wayne Public Library, an independent municipal corporation. Five of its seven board members were appointed by the Fort Wayne Community Schools Board and two members were appointed by the Mayor. The territory included in the Fort Wayne Public Library district has generally corresponded to the territory of the city of Fort Wayne. As the city expanded, the library district also expanded by parallel annexation.

Public library service to residents of Allen County outside Fort Wayne began in 1920. Under authority of an act of 1917, residents of Allen County petitioned the County Commissioners to levy a tax for the extension of library service. This tax allowed county residents full use of the Fort Wayne Public Library and supported the development of branch, bookmobile, and school library services outside the city. Branch locations in Harlan, Monroeville, New Haven,

and Woodburn all date from the period of development during the 1920s.

The Fort Wayne School Board, with four additional members, also served as the Library Board for Allen County. Two county members were appointed by the County Commissioners; two by the County Superintendent of Schools (after 1968 by the County Auditor). This arrangement for extension of service to the county became known as the Allen County Contractual Library in 1952.

Developments at the state level, meanwhile, promoted further library growth. As a result of efforts by the Indiana State Library and others, the legislature passed in 1947 the basic general law which governs the operation of public libraries in the state today. The 1947 Act allowed for creation of so-called Class I libraries as independent municipal corporations, separate from school districts. Town, township, or county libraries could be formed or libraries already in existence could be converted to conform to the provisions of this act, by resolution of their boards.

In Fort Wayne and Allen County, the Allen County Contractual Library board adopted the provisions of the act in 1952, but the Fort Wayne Public Library remained a school district library until 1963, when it converted to Class I status under special legislation rather than under the terms

The Fort Wayne School Board, with four a National members, also served as the Library Board for Allen County. Two

two by the County Superintendent of Schools (after 1911),

[illegible]

services to the county became known as the Allen County Commissioned Library in 1912.

[illegible]

further library growth. As a result of efforts by the Indiana State Library and others, the Legislature passed in 1917 the basic enabling law which governs the operation of public libraries in the state today. The 1917 Act allowed for creation of regional, county, district libraries as independent municipal corporations, separate from school districts. Town, township, or county libraries could be formed or Indianapolis library in existence could be converted to conform to the provisions of this act, by resolution of their boards.

In Fort Wayne and Allen County, the Allen County Commissioned Library board adopted the provisions of the act [illegible], but the Fort Wayne Public Library remained a school district library until 1923 when it converted to Class I

of the general law. This conversion allowed the library to take a new step in development. So long as the library remained under the control of the school board, no opportunity to float bonds for construction of new library buildings existed, since bonding for school construction exhausted the school board's legal limitations. One of the first acts of the new public library board was to float a bond issue for construction of the existing Main Library building, which opened in 1968.

Between 1964 and 1977 the Fort Wayne Public Library floated three bond issues for construction of downtown and city branch facilities. Although the Allen County Contractual Library did not have the legal authority to float bonds for the development of facilities, the needs of county residents figured in the development of the city branches. The Georgetown Branch Library, in particular, was placed in the city and financed by taxes on the Fort Wayne Public Library district, but it serves a predominantly suburban population. About 80% of the books borrowed from Georgetown in 1979 were issued to county residents.

In January 1979 Representative Mitchell Harper of New Haven introduced a bill in the Indiana General Assembly to improve library services and facilities in Allen County outside Fort Wayne, by creating a single county-wide library district. Mr. Harper's original bill died in committee,

of the general law. This conversion allowed the library to take a new step in development. So long as the library remained under the control of the school board, no opportunity to float bonds for construction of new library buildings existed, since bonding for school construction enhanced the school board's legal limitations. One of the first acts of the new public library board was to float a bond issue for construction of the existing Main Library building, which opened in 1968.

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[illegible] out 70% of the books borrowed from Georgetown in 1979 were issued to county residents.

In January 1979 Representative Mitchell Harper of New [illegible] a bill in the Indiana General Assembly [illegible] library services and facilities in Allen County [illegible] by district. Mr. Harper's original bill died in committee,

but he succeeded late in the session in attaching it as amendments to a Senate bill concerning another library. When the Fort Wayne Public Library Board and Allen County Contractual Library Board objected to these amendments, Mr. Harper agreed to withdraw them. A clerical error somewhere between the conference committee and the floor of the House and Senate left the amendments in place, however, and the bill, finally known as Public Law 220, was passed and signed into law. Effective at the end of 1979, the Fort Wayne Public Library and the Allen County Contractual Library were abolished and the new Allen County Public Library was created.

Uncertain of what course to take, the former Boards attempted to prepare for all eventualities. In addition to their usual separate budgets and tax levies, they adopted, on the advice of the State Board of Tax Commissioners and with the approval of the Local Government Property Tax Control Board, a budget and tax levy for the unified county-wide library. At the same time, they worked to secure the repeal of Public Law 220, with the cooperation of Senator Elmer MacDonald. Mr. MacDonald has introduced Senate Bill 80, which would restore the institutional structure as it existed on December 31, 1979, confirm the budgets and levies of the separate library corporations, correct some weaknesses in the legal standing of the Allen County Contractual Library, and confirm the Allen County Contractual Library's title to the branch library facilities in Harlan, New Haven, and

but is succeeded late in the session in attaching it as a rider to a Senate bill concerning another library. Upon the Fort Wayne Public Library Board and Allen County [illegible] between the conference committee and the floor of the House and Senate left the amendments in place, however, and the bill, finally known as Public Law 180, was passed and signed [illegible] Public Library and the Allen County Contractual Library were abolished and the new Allen County Public Library [illegible]

Uncertain of what course to take, the former Board is attempted to prepare for all eventualities. In addition to their usual separate budgets and tax levies, they adopted, on the advice of the State Board of Tax Commissioners and with the approval of the Local Government Property Tax Control Board, a budget and tax levy for the unified county-wide library. At the same time, they worked to secure the repeal of Public Law 220, with the cooperation of Senator Milner Macdonald. Mr. Macdonald has introduced Senate Bill 40, which would restore the institutional structure as it existed on December 31, 1979, continue the budgets and levies of the separate library corporations, correct some weaknesses [illegible] standing of the Allen County Contractual Library, [illegible] Allen County Contractual Library's title to [illegible] facilities in Huntian, New Haven, and

Monroeville. The bill has been assigned to the Senate Committee on Government Affairs.

Both a county-wide library and the former two-library arrangement are permissible under the general library law. Although a variety of legal forms exist, the trend in recent years has been toward the merger of small public library districts, the extension of services through contractual arrangements to unserved townships, and development of county-wide library districts.

There are currently 26 county-wide library districts in Indiana. Six counties have arrangements similar to the former arrangement in Allen County, with a Class I public library extending service to a county contractual public library district.

The formation of the Allen County Public Library is not a sharp break with the past or a unique event in the state. It is one in a century-long series of steps which have shaped the institutions designed to deliver public library services to the people.

SENATE BILL 80

INTRODUCED BY

Senator(s) MacDonald

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80LC441 DI 2

.....read first time and referred:

DIGEST

Adds IC 20-13-1-10.5 and repeals IC 20-13-1-7.5 and Acts 1979, P.L. 220, SECTIONS 3 and 4, provisions affecting public library service in Allen County and Fort Wayne; retroactively repeals the January 1, 1980 merger of the city and the county contractural system into a single library district; asserts the legal existence of the county contractual library (which has been operating since 1952), affirms its title to certain real estate and legalizes its prior existence and operations; assures that the 1980 district library budgets and tax levies will be whatever amount is certified by the state board of tax commissioners, whether they actually certify for the two separate library districts or the merged county library.

A BILL FOR AN ACT to amend IC 20-13-1 concerning public library service in certain cities and counties.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF INDIANA:

1 SECTION 1. IC 20-13-1 is amended by adding a NEW
2 section 10.5 to read as follows: Sec. 10.5. (a) This
3 section applies to any county with a population of more than
4 two hundred seventy thousand (270,000), but less than two
5 hundred ninety thousand (290,000), according to the most
6 recent federal decennial census, and in which there is
7 located a Class 1 library created or converted under IC
8 20-13-21.
9 (b) That portion of the area of the county that lies

consolidation of the library in the county of the city and the county contracting system into a single library district; assure a the legal existence of the county contracting library (which has been operating since 1963) affirms its title to certain real estate and legalizes its prior existence and operations; assures that the 1980 district library budget and tax levies will be whatever amount is certified by the state board of tax commissioners whether they actually certify for the two separate library districts.

outside a Class 1 library district in a county to which this section applies is a county contractual public library district under this chapter. Title shall vest in this county contractual public library to all real property, other than leased property, in the district that is used for public library purposes.

SECTION 2. The following are repealed: IC 20-13-1-7.5; Acts 1979, P.L. 220, SECTION 3; and Acts 1979, P.L. 220, SECTION 4.

SECTION 3. The existence and operation of a county contractual library district from January 1, 1952 to December 31, 1979 is hereby legalized and validated to the extent that it would have been legal and valid if IC 20-13-1-10.5(b) had been in effect during that period.

SECTION 4. The 1980 budget and tax levy for library service in any library district affected by SECTION 2 of this act shall be that amount certified for those library districts by the state board of tax commissioners under either IC 20-13-1-7.5 for a Class 1 county library or IC 20-13-1 for a Class 1 city library or county contractual library.

SECTION 5. Because an emergency exists for the retroactive taking effect of this act, it is effective on and after December 31, 1979.

outside a class 1 library district in a county to which [illegible]

[illegible] in a county contractual [illegible] library

3 district under this chapter. Title shall vest in this

county, municipal [illegible] school [illegible]

other than leased property in the district that is used for

[illegible] purposes.

SECTION 2. The following are repealed: [illegible]

[illegible]

SECTION 3. The existence and operation of a county

contractual library district from January 1, 1982 to

[illegible] shall be [illegible] and valid, as if it

[illegible] that it would have been legal and valid, as if it

20-13-1-10.3(b) had been in effect during that period.

SECTION 4. The 1980 budget and tax levy for library

[illegible] in any library district affected by section 2 of

[illegible] shall be that amount certified for those library

[illegible] by the state board of tax commissioners under

[illegible] 20-13-1-2.5 for a class 1 county library or 20-

[illegible] for a class 1 city library or county contractual

[illegible]

[illegible] SECTION 5. [illegible] an emergency exists for the

[illegible] effective on

[illegible]

A PROPOSED POLICY STATEMENT SUPPORTING SENATE BILL 80

Senator Elmer MacDonald has introduced Senate Bill 80 in response to the wishes of the former Fort Wayne Public Library Board and the former Allen County Contractual Library Board. It would repeal the changes in library structure brought about by Public Law 220 of the 1979 Acts of the Indiana General Assembly, which created the existing Allen County Public Library. The bill would restore the former institutional arrangement and perform some needed housekeeping functions.

We believe that the passage of this bill will benefit the community. The library system which existed up to December 31, 1979, performed its functions admirably.

Although the rates of taxation for operating expenses in the Fort Wayne Public Library district and the Allen County Contractual Library district differed by about 75%, the rate per capita was approximately the same. We believe the difference caused no serious hardship to city taxpayers. We agree with the former Boards that the uniform tax rate which the county-wide system would impose beginning in 1981 would be unfairly burdensome to farmers. Other means should be found to improve library facilities and services outside Fort Wayne, without increases in taxation.

Because the former system worked satisfactorily, we see no reason to change it. We urge Senator MacDonald and his legislative colleagues to press for the speedy passage of Senate Bill 80.

A PROPOSED TOWNSHIP EXPENSE SUPPORT FUND TO BE

Senator Elmer MacDonald was introduced Senate bill 69

to response to the wishes of the former Fort Wayne Public

brought about by Public Law 230 of the 1973

Session of the Indiana General Assembly, which created the

existing Allen County Public Library. The bill would restore

the former institutional arrangement and perform some needed

We believe that the passage of this bill will benefit

the community. The library system which existed up to

Although the method of taxation for operating expenses

has made per capita was approximately the same. We believe

the difference caused no serious hardship to city taxpayers.

We agree with the former Fort's that the uniform tax rate

which the county-wide system would impose beginning in 1973

would be unfairly burdensome to farmers. Other means should

be found to improve library facilities and services outside

Fort Wayne, without increases in taxation.

The former system worked satisfactorily, we see

no reason to change it. We urge Senator MacDonald and his

colleagues in the House for the speedy passage of

Bill 69.

A PROPOSED POLICY STATEMENT OPPOSING SENATE BILL 80

Senator Elmer MacDonald has introduced Senate Bill 80 in response to the wishes of the former Fort Wayne Public Library Board and the former Allen County Contractual Library Board. It would repeal the changes in library structure brought about by Public Law 220 of the 1979 Acts of the Indiana General Assembly, which created the existing Allen County Public Library. The bill would restore the former institutional arrangement and perform some needed housekeeping functions.

Although we understand the desire of the members of the former Boards to please their colleagues and to preserve a system which worked well for many years, we believe that their attempt to restore the former institutional arrangement overlooks several advantages to be gained from a unified county-wide library system.

The most important long-range advantage is the increased capacity to undertake capital development projects in outlying areas of the county. The inability of the former Allen County Contractual Library to sell bonds or take other measures related to capital development stifled the development of library facilities outside the city of Fort Wayne.

A second advantage is the increase in operating revenue which the unified system will receive. In July 1979 the Local Government Property Tax Control Board approved a 1980 levy for the new unit which is $72,716 higher than the total

MAYOR'S POLICE DEPARTMENT ORGANIZED CRIME STUDY GR

Mayor Hardwick has introduced Senate Bill 60 in response to the wishes of the former Fort Wayne Public Library Board and the former Allen County Contractual Library Board. It would repeal the changes in library structure brought about by Public Law 220 of the 1970 Acts of the Indiana General Assembly, which created the existing

Although we understand the desire of the members of the former Boards to please their colleagues and to preserve a system which worked well for many years, we believe that their attempt to restore the former institutional arrangements overlooks several advantages to be gained from a unified

The most important long-range advantage is the increased capacity to undertake capital development projects throughout the county. The inability of the former Allen County Contractual Library to sell bonds or take other

of library facilities outside the city of Fort Wayne.

A second advantage is the increase in operating revenue which the unified system will receive. In July 1979 the Local Government Property Tax Control Board approved a 10.0 levy for the new unit which is $1,724 higher than the total

of the maximum legal levies for the former separate units. With a higher base for increases under the present tax control package, this increased operating revenue will allow the library to maintain and improve services in a time of increasing financial pressure for all public agencies.

Finally, the new arrangement allows the people of the county as a whole to have a more effective voice in the direction of the library. Shifts in population and in economic growth will make this fact increasingly important, as the proportion of the population and of taxable property outside the city of Fort Wayne increases. The following figures are illustrative: In 1960, 67% of the population of Allen County lived in Fort Wayne. By 1970, this figure had dropped to 63%. In 1980, it will be about 62%. In 1969, 57% of the total assessed property valuation was in the city. In 1978, only 52% of the total was in the city. From 1969 to 1978, the assessed valuation of the entire county increased 41%, but the increase in the city was only 27%, as compared to 60% in the portion of the county outside Fort Wayne.

Although it is impossible to predict the future, we believe that these patterns in population and property will continue, and that growth in Allen County in the coming

[illegible] um level levies for the County separate units, [illegible] some base for increases under the present tax [illegible] control problems, this increased operating revenue will [illegible] library to maintain and improve services in a [illegible]

Finally, the new government allows the people of the county as a whole to have a more effective voice in the direction of the library. Shifts in population and in economic growth will make this fact increasingly important. As the proposition of the population and of taxable property outside the city of Fort Wayne increases. The following figures are illustrative: In 1960, 67% of the population of Allen County lived in Fort Wayne. By 1970, this figure had dropped to 63%. In 1980, it will be about 62%. In 1969, 97% of the total assessed property valuation was in the city. [illegible] 97%, only 73% of the total was in the city. From [illegible] to 1979, the assessed valuation of the entire county [illegible] 41%, but the increase in the city was only 27%, [illegible]

[illegible] it is impossible to predict the future, we [illegible] some patterns in population and prosperity will continue, and that growth in Allen County in the coming

years will be greater outside than inside Fort Wayne. A county-wide library system will be able to respond appropriately to these changes. Under the less flexible former arrangement, an increasing portion of the population will have to rely on inadequately developed facilities and services outside Fort Wayne, while a decreasing portion of the population and of the tax rolls will have to bear a disproportionate share of the central operation of the library system.

For all these reasons, we believe that the Allen County Public Library as it now exists is advantageous for the library as an institution and for the community as a whole. We thank Senator MacDonald for his efforts up to this time, and we respectfully petition him and his colleagues in the General Assembly to take all necessary steps to assure that Senate Bill 80 does not become law.

[illegible] unable to turn inside Fort Wayne. A [illegible] inadequately developed facilities and services [illegible] lation and of the tax rolls will have to bear a disproportionate share of the control operation of the library system.

For all these reasons, we believe that the Allen County Public Library as it now exists is advantageous for the library as an institution and for the community as a whole. We thank Senator MacDonald for his efforts in this line and we respectfully petition him and his colleagues in the General Assembly to take all necessary steps to assure that Senate Bill 10 does not become law.

AGENDA

Allen County Public Library
Board of Library Trustees
January 24, 1980, 3:00 p.m.
Board Room, Fort Wayne Public Library
900 Webster Street, Fort Wayne, Indiana

1. Approval of the Minutes of the January 3, 1980, meeting.

2. Report of the Director
   a. Building addition progress
   b. Personnel system progress
   c. Long range planning
   d. Budget approval
   e. Other

3. Discussion of the Board's wishes regarding committees, committee reports, reporting by the staff, delegation to the Director and staff.

4. Adoption of a plan for improvement of library services in the Harlan, Monroeville, New Haven, Pontiac, and Woodburn branches.

5. Report on legislation.

6. Approval of the appointment of the following employees:

Deborah O'Neill	$3.07 per hour
Richard Kolkman	3.07
Beverly Gerdom	3.07
Lea Wilson	2.44

7. Approval of the transfer of Philip Moser from the hourly ranks at $3.07/hour to an annual salary of $7500.

8. Approval of payment of the following bills:

Operating fund	$ 57,688.30
Public Employees Retirement Fund	209.48
Social Security (OASI)	39.31
Newcomers Club	6.50
Indiana & Michigan Electric	5,801.79
Library Improvement Reserve Fund	9,500.00
Library Building and Equipment Fund	190,121.00

9. Other business.

10. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

January 24, 1980

The Board met in regular session in the Board Room of the Main Library at 3:00 p.m. on January 24, 1980. All members were present. Mr. Mather presided.

Mr. Mather asked for a motion to approve the agenda. Mrs. Koehlinger moved approval. Mrs. Gates seconded. Motion carried.

1. Approval of the minutes of the January 3, 1980, meeting. Mrs. Gates moved the minutes be approved as submitted. Mrs. Koehlinger seconded. Motion carried.

2. Report of the Director

a. Building addition progress. Mr. Vegeler announced an approximate completion date for the new addition, July 1, 1980.

b. Mr. Vegeler announced that progress on the personnel system is being made. A vacation policy will be submitted to the Board in February.

c. Long Range Planning. A committee has been appointed. Its function is summarized in Mr. Vegeler's memorandum to the Board.

d. Budget approval. The State Board of Tax Commissioners has approved the Library Operating Fund budget in the amount of $3,470,395 and Bond and Interest Redemption Fund budget in the amount of $589,655.

e. Property closing emergencies. Mr. Tazian moved to reaffirm the policy already in effect. The Director has authority to make the decision to close the library in case of emergency. Mrs. Vogel seconded the motion, which passed unanimously.

3. Discussion of the Board's wishes regarding committees, committee reports, reporting by the staff, delegation to the Director and staff.

The Board met in regular session in the Board Room of the Lake Library at 3:15 p.m. on January 24, 1980. All members were present.

Mr. Walker asked for a motion to approve the agenda. Mrs. Koehlinger moved approval. Mrs. Gates seconded. Motion carried.

1. Approval of the minutes of the January 3, 1980, meeting. Mrs. Gates moved the minutes be approved as submitted. Mrs. Koehlinger seconded. Motion carried.

2. Building addition progress. Mr. Vergler announced an occupation date for the new addition, July 1, 1980.

3. Mr. Vergler announced that progress on the personnel system is being made. A vacation policy will be submitted to the Board in February.

4. [illegible]

5. [illegible]

6. [illegible] the Library Operating Fund budget in the amount of $3,470,325 and Bond and Interest Redemption Fund budget in the amount of $[illegible]9,[illegible].

8. Property closing emergencies. Mr. Tarkan moved to [illegible] the policy [illegible] to close the Library in case of emergency. Mrs. [illegible] seconded. [illegible] motion by the staff, delegation to the Director and staff.

The Board deferred any decision on this matter, preferring to become more acquainted with the Library. Mr. Mather suggested the Board and staff work together on a broad range of orientation activities before organizing a committee structure.

4. Mr. McMahan moved the approval of a plan for improvement of library services in the Harlan, Monroeville, New Haven, Pontiac, and Woodburn branches. The motion was seconded by Mrs. Koehlinger and passed unanimously.

5. Report on legislation. Senate Bill 80 has apparently died in committee.

6. Approval of the appointment of the following employees:

Deborah O'Neill	$3.07 per hour
Richard Kolkman	3.07 per hour
Beverly Gerdom	3.07 per hour
Lea Wilson	2.44 per hour

Mrs. Vogel moved approval. Mrs. Gates seconded. Motion carried. Mrs. Gates made a substitute motion that in the future all hourly appointments be made by the administration, and that only salaried appointments be brought to the Board for approval. Mr. McMahan seconded. Motion carried.

7. Mr. McMahan moved approval of the transfer of Philip Moser from the hourly ranks at $3.07 per hour to an annual salary of $7500. Mr. Tazian seconded. Motion carried.

8. Approval of payment of the following bills:

Operating fund	$ 57,688.30
Public Employees Retirement Fund	209.48
Social Security (OASI)	39.31
Newcomers Club	6.50
Indiana & Michigan Electric Co.	5,801.79
Library Improvement Reserve Fund	9,500.00
Library Building and Equipment Fund	190,121.00

Mr. McMahan moved approval. Mrs. Gates seconded. Motion carried.

[illegible] at any deviation on this matter, preferring to begin [illegible] with the Library. Mr. Barber suggested the board [illegible]

[illegible] operation's boundaries adequate.

[illegible]. Mr. Jenkins moved the approval of a plan for improvements of [illegible]

[illegible]

[illegible]

[illegible]. Approval of the appointment of the following employees:

[illegible] O'Neill	$[illegible].07 per hour
Edward Holman	3.07 per hour
Beverly Gaston	3.07 per hour

[illegible]. Vote: Motion carried. Mrs. Gates seconded. Motion carried. [illegible]. Gates made a substitute motion that in the future all hourly appointments be made by the administration, and that only salaried [illegible] be brought to the Board for approval. Mr. Jenkins [illegible]

[illegible] moved approval of the transfer of Faith Moser from hourly ranks at $3.07 per hour to an annual salary of $7500. [illegible] seconded. Motion carried.

[illegible] of payment of the following bills:

[illegible] SECURITY (USDA)	[illegible]
[illegible] (City)	[illegible]

9. No other business appeared.

10. The meeting adjourned.

After adjournment Board members toured the Main Library building with Mr. Vegeler and Dr. Ashton.

STATE OF INDIANA
STATE BOARD OF TAX COMMISSIONERS
201 State Office Building
Indianapolis 46204

In the matter of Additional Appropriations) No. 80020015
for: Allen County)
Allen County Public Library)

A petition having been filed by the proper legal officers of the above named taxing unit in the matter of additional appropriations, this matter having been set for hearing on 1-14-80, a report having been made and all of the facts having been carefully considered, this Board does now take the following action thereon:

APPROVED:

Library Operating Fund	$3,470,395
Bond and Interest Redemption Fund	589,655

Reference is made to the appropriation ordinance or resolution of the proper appropriating officials of said taxing unit, adopted: 1-3-80

STATE BOARD OF TAX COMMISSIONERS

Taylor I. Morris, Jr.

Taylor I. Morris, Jr., Commissioner

STATE OF INDIANA
OFFICE OF THE
STATE BOARD OF TAX COMMISSIONERS

I, Gordon E. McIntyre, Secretary of the State Board of Tax Commissioners, do hereby certify that the above is a full, true and complete copy of the order of this Board made this date in the above entitled matter.

WITNESS MY HAND and seal of the Board on this the 17th day of January, 19 80.

Gordon E. McIntyre

Gordon E. McIntyre, Executive Secretary

bms

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

January 24, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

FINES AND MISCELLANEOUS RECEIPTS

DECEMBER 1979

Main Library Fines		$2,295.45
Georgetown Branch Library	694.11	
Hessen Cassel Branch	300.01	
Little Turtle Branch	202.70	
Pontiac Branch	16.15	
Shawnee Branch	268.25	
Tecumseh Branch	146.72	
Waynedale Branch	220.31	
BW #4	20.50	1,868.75
Art & Recordings		259.35
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts		2,000.00
Copier Receipts		3,356.45
Subscription Fees		160.00
Paper Bag Receipts		20.83
R & J Tom's Sales Commission		17.37
Telephone Pay Station Commission		7.30
Reserve Postals		39.14
Books		69.25
Pamphlets		26.70
County Fines		102.45
		$11,643.04

APPROVED
Robert H. Vegeler
DIRECTOR

THE PUBLIC LIBRARY
OF
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900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

January 24, 1980

To the Board of Library Trustees:

Robert H. Vegeler, Director

SUNDRY EXPENDITURES DECEMBER 16, 1979 - JANUARY 15, 1980

1979				
Dec.	17	Postage	212	5.61
	18	Postage	212	.68
	19	Postage	212	4.32
	20	Librarians expense (Indpls.)	214	9.31
		Postage	212	.86
	21	Postage	212	2.40
	22	Postage	212	2.29
	26	Postage	212	2.98
	27	Hauling trash	252	5.00
		Postage	212	5.42
		Librarians expense (Indpls.)	214	7.91
	28	Postage	212	4.37
		Librarians expense (Indpls.)	214	7.51
	31	Postage	212	6.32
1980				
Jan.	3	Postage	212	5.05
	4	Postage	212	8.63
		Librarians expense (Indpls.)	214	21.02
	7	Postage	212	2.31
	8	Postage	212	4.97
	9	Postage	212	3.69
	10	Pamphlets	731	4.05
		Postage	212	1.64
	11	Librarians expense (Bloomington)	214	23.29
		Postage	212	3.59
	14	Postage	212	3.86
				$147.08

APPROVED
Robert H. Vegeler
Director

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills January 24, 1980

Jankowski Associates Architects	Architectural Services	$ 2,700.00
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	201.00
McKay Electric Company, Inc.	Electric work on addition to the Fort Wayne Public Library	3,819.00
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel and Sons, Inc.	8,256.40
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	156,871.60
Fort Wayne National Bank, Escrow Agent	Retainage for Shambaugh & Son, Inc.	756.00
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	6,804.00
Fort Wayne National Bank, Escrow Agent	Retainage for Shambaugh & Son, Inc.	536.00
Shambaugh & Son, Inc.	Fire protection for new addition to Fort Wayne Public Library	10,177.00
		$190,121.00

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills January 24, 1980

Shambaugh & Son, Inc.	Fire protection for the existing Main Library Building	$9,500.00

APPROVED

DIRECTOR

POSSIBLE ORIENTATION ACTIVITIES FOR THE ALLEN COUNTY PUBLIC LIBRARY BOARD, 1980

TOURS:
- Main Library
- Main Library Addition
- Individual branches or groups of branches
- Northeast Indiana Radio Reading Service studios

BACKGROUND TALKS OR PAPERS
- The history of the Library
- Development of public libraries in the U.S.

TECHNICAL MATTERS
- Library law
- Budgets and finance
- Personnel policy and procedure

LIBRARY MATERIALS AND SERVICES
- The book collection
- Audiovisual materials and services
- Bookmobiles
- Genealogy and local history
- Business and Technology
- Government Documents
- Talking Books and other services for the handicapped
- Services to children and young adults

VISITING EXPERTS FROM LIBRARY ORGANIZATIONS
- Indiana State Library
- Indiana Library Association/Indiana Library Trustee Association
- Tri-ALSA
- American Library Association

MEET THE STAFF
- Department Heads and others explaining their work

MEET THE PUBLIC
- Users and nonusers explaining their desires and expectations

MEET THE BOOKS
- Suggested readings on the work of Library Trustees, technology, organizational development, current events in the field, and any of the topics listed above

AWAY FROM HOME
- Visits to other libraries
- Visits to other libraries' board meetings
- State and district meetings of the Indiana Library Association/ Indiana Library Trustee Association
- Other workshops and conferences

January 24, 1980

To: All Library Board Members

From: Robert H. Vegeler and Rick J. Ashton

Subject: Long range planning or Planning Process

This memorandum is intended to inform you of our work on the subject of planning for the Library.

Earlier this week we met with Dick Toft of Lincoln National Corporation and Bob Wrights of Central Soya. Both of these men are involved with planning in their companies. We had also previously met with Mr. Toft in December. As a result of those visits and our own thinking we intend to work as follows:

1. We will form a planning committee composed of Library personnel within the next few weeks. We will both be active participants and three or four department heads will join us in this group.

2. The initial charge of the planning committee will be to decide and make recommendations on an approach to a planning process for the Library. We will seek input from various interested parties in an appropriate fashion. We see at least four major groups contributing during early stages of the process, as we attempt to clarify and identify issues:
   a. The Board
   b. The Staff
   c. Users of the Library
   d. The General Public

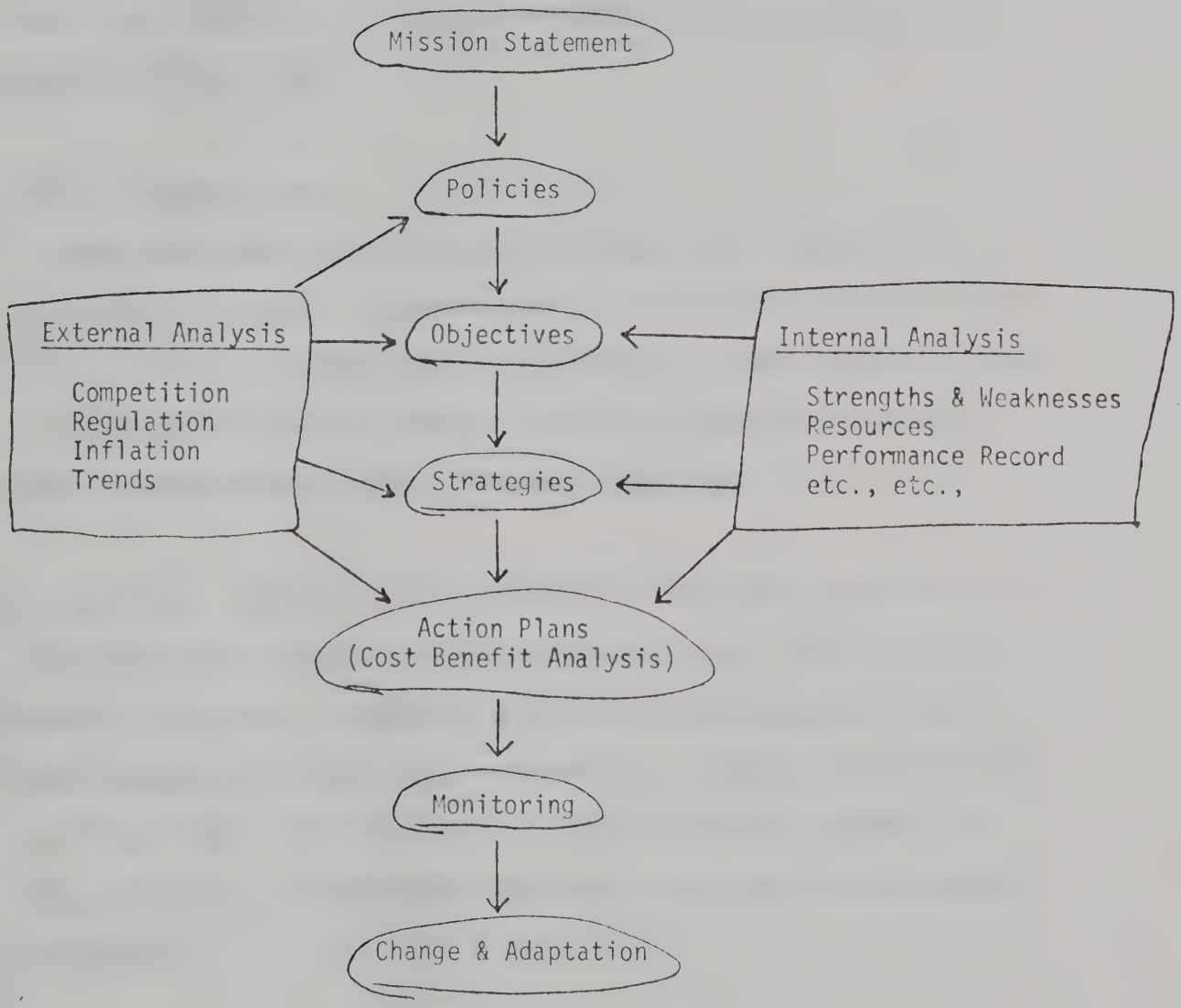
3. Before going to any of the above groups for input, we we will have our approach mapped out. This will include a statement of mission for the Library and an outline of the intended sequence of our planning process. For example, the sequence at Lincoln National Corporation resembles the enclosed outline.

4. We believe it is important to make the distinction between a long range plan and a planning process. An appropriate plan will evolve from an effective planning process, but it is important to see planning as an ongoing process rather than a fixed objective. A planning process may be capable of helping us to cope with the constant change in our environment and to respond creatively to such dislocations and discontinuities as those which confronted us in 1979.

Mr. Wrights and Mr. Toft have offered their services as resources to the Library staff during the development of our plan. However, they have stressed the desirability of installing a process so that "the plan" is the work of those most knowledgeable: the Library staff.

We will, of course, report to the Board as our work progresses and seek Board approval of both the process to be used and specific resultant plans. We will not minimize the dimensions of the task. We anticipate that it may take eight to twelve months to compete a first set of specific action plans.

LNL/LNSC Planning Process



PROPOSED PLAN FOR IMPROVEMENT OF SERVICES IN HARLAN, MONROEVILLE, NEW HAVEN, PONTIAC, AND WOODBURN BRANCH LIBRARIES

January 1980

The Need. Branch library services offered by the five smallest branches in the system are inadequate in hours, types and levels of staffing, collection development, and physical facilities.

Immediate Responses.

1. Increase hours of service at Harlan and Woodburn to 36 hours per week. Increase hours of service at Monroeville to about 50. Increase hours of service at New Haven to about 60. Maintain current 40-hour level at Pontiac; consider some rearrangement of the Pontiac schedule.

2. Staffing. Appoint a full-time professional librarian to supervise and develop the operations of the five branches. Expand the hours of present part-time employees or hire additional part-time staff as needed. Arrange hours of all staff so that they are able to visit the Main Library for book selection, department meetings, and staff development workshops.

3. Collections. Weed present collections extensively. Draw on existing reserve collections at the Main Library to update collections. Develop appropriate budget levels for purchase of new materials. Transfer responsibility for this work to the professional librarian supervising the five branches.

4. Physical facilities. Perform needed repairs and cosmetic work at all locations. Develop parking lot at Harlan. Erect new signs for all buildings. Replace existing furniture and fixtures as needed.

Long Term Solutions.

As part of the overall long range planning effort, examine the appropriateness of the present branch locations. If present locations are appropriate, plan and execute major building and facilities improvements. Develop public relations efforts and connections with schools in the local communities served by the small branches. Integrate small branch efforts into general library programs.

Timetable.

Hours: Increases in hours by March 17.

Staffing: Additional hours of present employees or additional part-time employees by March 10, Professional librarian by April 15.

Collections: Weeding and restocking by June 15, longer-term arrangements by August 1.

Buildings: Interior work by May 1. Exterior work by June 15.

Long Range Planning Recommendations: January 1981.

Costs: $12,000 per year for a professional librarian; $18,000 per year for additional employees; $5000 per year in reallocated materials budget; about $5000 in immediate repairs and improvements

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

February 25, 1980

To All Library Board Members

From Robert H. Vegeler Robert H. Vegeler RSA

In addition to the Proposed Vacation Policy which was mailed to you several days ago, the following materials are enclosed to help you prepare for the Board meeting of February 28.

1. Agenda

2. Minutes of the January 24 Meeting

3. Report of the Long Range Planning Committee

4. A copy of the Library's 1979 Annual Report to the Indiana State Library.

5. Financial Statement as of February 1, 1980

6. Detailed statement of February bills and miscellaneous income

7. Several pages of material on the White House Conference on Libraries and Information Services, beginning with a page entitled "6 Key Resolutions."

8. A book, For the People: Fighting for Public Libraries, by Whitney North Seymour, Jr., and Elizabeth N. Layne

I look forward to seeing you at the meeting.

AGENDA

Allen County Public Library
Board of Library Trustees
February 28, 1980
Board Room, Fort Wayne Public Library
900 Webster Street, Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the January 24, 1980, meeting.

3. Opening of bids for a temporary loan.

4. Public hearing on an additional appropriation of $10,500.

5. Adoption of an Additional Appropriation Resolution.

6. Report of the Director
   a. Building progress
   b. Legislation
   c. Progress on improvement of service in small branches.
   d. Other.

7. Report of the Long Range Planning Committee
   a. Proposed Mission Statement
   b. Work of the Committee.

8. Adoption of proposed vacation policy.

9. Adoption of changes in wage scale for high-school age employees.

10. Adoption of a bonding amount for the Treasurer of the Board.

11. Presentation of a parking lot plan for the Harrison-Washington lot. Mr. Coil.

12. Resolution to advertise for bids for conventional steel library shelving for the Main Library addition.

13. Approval of payment of travel expenses
    a. Miss Lower and Dr. Ashton to Indianapolis, March 14-15, for Indiana Historical Society genealogy meeting, total approximately $225.
    b. Miss Lower and Dr. Ashton to Salt Lake City, Utah, August 11-15, to attend the World Conference on Records, total approximately $1350.

14. Approval of the following salaried appointments:

Hildegarde Mathieu	$10,000
Deborah O'Neill	8,000
Curtis Witcher	8,000
Patrice Hunsbarger	7,280
William Carpenter	8,720

15. Approval of payment of the following bills:

Operating Fund	$90,368.30
Lincoln National Life Insurance	2,435.11
Indiana & Michigan Electric Co.	6,103.05
North Eastern Insurance Agency	20.00
Secretary of State	10.00
Library Building and Equipment Fund	68,678.79

16. Other business.

17. Adjournment.

Following Adjournment: A brief presentation on the White House Conference on Libraries and Information Services, by Philip Schairbaum of Fort Wayne, a delegate to the Conference.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

FEBRUARY 28, 1980

The Board met in regular session in the Board Room of the Main Library at 3:00 p.m. on February 28, 1980. Members present: Mr. George Mather, Mr. Alan McMahan, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. Mr. McMahan moved adoption. Mrs. Koehlinger seconded. Motion carried.

2. Approval of the minutes of the January 24, 1980 meeting. Mr. McMahan moved approval of the minutes as submitted. Mrs. Beaman seconded. Motion carried.

3. Opening of bids for a temporary loan in the amount of $900,000. The following bids were submitted:

Anthony Wayne Bank	8% interest with a $5.00 premium
Lincoln National Bank	8.91% interest
Indiana Bank	8% interest
Fort Wayne National Bank	8.75% interest

Mr. McMahan moved that the contract for the loan be awarded to Anthony Wayne Bank. Mrs. Beaman seconded. Motion carried.

4. Public hearing on the additional appropriation of $10,500. No members of the public appeared for the hearing.

5. Adoption of an Additional Appropriation resolution, appropriating $10,500 grant from Library Services and Construction Act funds into line 73 (Books and Other Library Materials) in the Library budget. Mr. McMahan moved adoption of the resolution. Mrs. Koehlinger seconded. Motion carried.

6. Report of the Director. Mr. Vegeler reported on the following matters:

a. Building addition progress. Interior plastering and installation of compact bookstacks are moving toward completion.

b. Legislation. No legislation directly affecting the Library passed during the 1980 session.

c. Progress on improvement of service in small branches. Hours have been increased, additional part-time staff have been hired, and interior repairs are underway. Mr. Coil's examination of the buildings indicates that they will hold substantial increases in floor loads caused by additional bookstacks. Specifications for Harlan Branch parking lot, sidewalk, and drainage repairs are being made.

d. Other. Board meetings this year will be held at various branches. The Board asked Mr. Vegeler to make appropriate arrangements. Mr. Tazian raised the question, and the Board discussed at length, the criteria for the establishment of new or additional branch libraries. The Board agreed that the development of these criteria should be an important item of business for the Long Range Planning Committee, but that at present, Board members should inform interested citizens that the question of branch expansion is still in the very early planning stage. Mr. Vegeler informed the Board of difficulties with zoning in the proposed construction of a garage-shop building on the Little Turtle Branch property. Mr. Tazian volunteered to research the matter and report to the Board. Mr. Vegeler reported that he had closed all Library facilities from 6 p.m. to 9 p.m. on February 25 because of a snow emergency. Mr. Vegeler reported that the Northeast Indiana Radio Reading Service has received a grant of $7,800 for support of its volunteer-coordinator program.

7. Report of the Long Range Planning Committee

a. Proposed Mission Statement. The Board suggested minor changes in wording of the proposed statement, but left the substance of the statement intact. Mr. McMahan moved approval of the proposed mission statement in substance. Mr. Tazian seconded. Motion carried. (revised document attached)

b. Work of the committee. With minor changes in wording, Mrs. Koehlinger moved approval of the statement. Mrs. Beaman seconded. Motion carried.

[illegible]

[illegible] requires one voting area.

d. Other. [illegible] this year will be held at various locations. [illegible] Board asked Mr. [illegible] to make appropriate arrangements. Mr. Tarkington [illegible] to [illegible], and the Board discussed at length, the criteria for [illegible] of one or additional voting areas. The Board agreed that the development or [illegible] criteria should be an important item of business for [illegible] information [illegible] from the operation of voting machines is still in [illegible] with voting in the precinct to determine of a voting machine malfunction on the [illegible] and report to the Board. Mr. [illegible] reported that he had closed all [illegible]

Mr. Wood reported that the Northwest Indiana Radio Reading Service has [illegible] a grant of $7,000 for support of its volunteer coordinator program.

7. Summary of Mr. [illegible] Planning Committee

[illegible] the substance of the statement [illegible] authorized. Motion carried. [illegible]

8. Report of the Committee. With minor changes in wording, Mrs. Goodlander moved approval of the statement. Mrs. [illegible] seconded. Motion carried.

8. Adoption of proposed vacation policy. After much discussion, Mr. McMahan moved the adoption of the proposed policy. Mrs. Koehlinger seconded. Motion carried.

9. Adoption of changes in wage scale for high-school age employees. Mr. Tazian moved adoption of a uniform pages'hourly wage of $3.07. Mrs. Beaman seconded. Motion carried.

10. Adoption of a bonding amount for the Treasurer of the Board. After some discussion, the Board deferred action, requesting Mr. Vegeler and Dr. Ashton to conduct further research.

11. Presentation of a parking lot plan for the Harrison-Washington lot. In the absence of Mr. Coil, the plan was not presented.

12. Resolution to advertise for bids for conventional steel library shelving for the Main Library addition. Mr. McMahan moved adoption. Mrs. Koehlinger seconded. Motion carried.

13. Approval of payment of travel expenses as outlined in Agenda. Mr. McMahan moved approval. Mr. Tazian seconded. Motion carried. Mr. McMahan moved approval to pay expenses for Kenneth Schell to attend a meeting in Chicago. Mr. Tazian seconded. Motion carried.

14. Approval of the following salaried appointments:

Hildegarde Mathieu	$10,000
Deborah O'Neill	8,000
Curtis Witcher	8,000
Patrice Hunsberger	7,280
William Carpenter	8,720

Mrs. Koehlinger moved approval. Mr. McMahan seconded. Motion carried.

15. Approval of payment of the following bills:

Operating Fund	$90,368.30
Lincoln National Life Insurance	2,435.11
Indiana & Michigan Electric Company	6,103.05
North Eastern Insurance Agency	20.00
Library Building and Equipment Fund	68,678.79
Secretary of State	10.00

Mr. McMahan moved approval. Mrs. Koehlinger seconded. Motion carried.

16. Other business. None.

17. Adjournment. Mr. McMahan moved for adjournment. Mrs. Koehlinger seconded. Motion carried. Meeting adjourned.

Following adjournment, Philip Schairbaum, a delegate to the White House Conference on Libraries and Information Services, presented a brief summary of the issues and actions of the Conference and suggested how some of these issues might be addressed locally.

February 11, 1980

Mr. Carl A. Gunkler, President
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Gunkler:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for the general operating fund. The Board will require on an in and out basis the total of $900,000.00 for operating expenses for the period February 29, 1980 until June 30, 1980, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on February 28, 1980 at 3:00 p.m. in the board room of the Public Library at 900 Webster Street, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an Affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Yours very truly,

Robert H. Vegeler
Director

RHV:jjb

COPY

February 11, 1980

Mr. Carl A. Gunkler, President
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Gunkler:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $700,000.00 for the general operating fund. The Board will require on an as and when basis the funds of $500,000.00 for operating expenses for the period February 27, 1980 until June 30, 1980, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said board on February 26, 1980 at 3:00 p.m. in the board room of the Public Library at 900 Webster Street, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Each Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Yours very truly,

Robert H. Vogeler
Director

RHV:lk

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donnelly P. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. Richard T. Doermer, President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

COPY

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donald T. McDonald Jr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. Richard T. Doermer, President
Indiana Bank and Trust Co.
917 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay E. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802
ph. (219) 423-3611

Howard W. Zimmerman
Vice President

January 15, 1980

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Mr. Mather:

In response to your letter to Mr. Powell of February 11, 1980, we respectfully submit our bid for a temporary loan of $900,000.00 to the Board of Trustees of the Fort Wayne Public Library.

We offer an annual rate of interest of 8% on any amount borrowed between February 29, 1980 and June 30, 1980, inclusive with a premium of $5.00.

I hereby affirm that neither I, nor any of the official staff of the Anthony Wayne Bank, have colluded or discussed this bid with any other possible bidder for this loan.

Very truly yours,

Howard W. Zimmerman

tsp

LINCOLN NATIONAL BANK AND TRUST COMPANY

116 EAST BERRY STREET
FORT WAYNE, INDIANA
46802

February 28, 1980

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Mr. Mather:

Pursuant to the legal notices thereof recently published and under the terms outlined in your letter of February 11, 1980, for sealed bids to be submitted February 28, 1980 at 3:00 p.m. in the Public Library at 900 Webster Street, Fort Wayne, Indiana, this bank will be pleased to loan $900,000.00 for the Fort Wayne Public Library on the basis outlined in the notices and letter at a rate of 8.91 percent per annum (365 day basis) with no premium. Interest shall be payable at maturity computed from date of borrowing with right of prepayment.

This bid is subject to our receiving the usual resolution for authorization of subscribing officers and your own attorney's approving legal opinion.

Sincerely,

Ned E. Lee

Ned E. Lee
Assistant Vice President

NEL/lsc

NONCOLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

NED E. LEE, being duly sworn upon oath, says that he has executed the foregoing bid as Assistant Vice President of and for and on behalf of LINCOLN NATIONAL BANK AND TRUST COMPANY OF FORT WAYNE, being duly authorized so to do; and that said bid has been made and submitted by said Bank independently, free of any collusion or understanding of any kind with any other bidder.

Ned E. Lee

Ned E. Lee
Assistant Vice President

Subscribed and sworn before me this 28th day of February, 1980.

Marcella M. Maddox

Marcella Maddox, Notary Public

My Commission Expires:
April 11, 1980

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

February 27, 1980

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

RE: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. Mather:

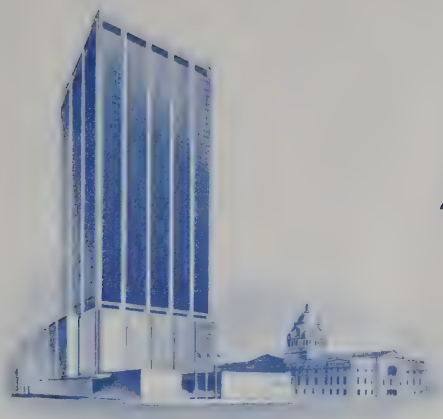
Per Mr. Robert H. Vegeler's letter dated February 11, 1980, we have been asked to bid on a temporary loan dated February 29, 1980, for the sum of $900,000.00 due and payable on or before June 30, 1980. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 8 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Vice President/Investment Officer

TGB/jlh



FORT WAYNE NATIONAL BANK
FORT WAYNE, INDIANA 46802 · (219) 426-0555

February 26, 1980

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Sir:

In response to the letter of Mr. Robert H. Vegeler, Director and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $900,000 to be used for operating expenses during the period from February 29, 1980 until June 30, 1980.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $900,000 we bid:

Eight and Seventy-Five Hundreths Per Cent
(8.75) per annum

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM/cs

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA (ss:
COUNTY OF ALLEN)

RICHARD R. MONN, Vice President of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $900,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 26 day of February, 1980

FORT WAYNE NATIONAL BANK

BY Richard R. Monn

Richard R. Monn-V. President

Subscribed and sworn to before me this 26 day of February, 1980.

Catherine M. Spridgeon

Catherine M. Spridgeon, Notary Public
Resident of Allen County, Indiana

My Commission Expires:

8-13-80

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

February 28, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

FINES AND MISCELLANEOUS RECEIPTS

JANUARY 1980

Main Library Fines		$2,380.88
Georgetown Branch Library	788.40	
Hessen Cassel Branch	337.85	
Little Turtle Branch	194.80	
Pontiac Branch	57.10	
Shawnee Branch	341.68	
Tecumseh Branch	144.85	
Waynedale Branch	266.87	
BW #4	25.50	
BW #5	60.74	2,217.79
Art & Recordings		458.91
Rent (Hunter - Annex)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts		1,139.40
Copier Receipts		3,314.42
Subscription Fees		160.00
Telephone Pay Station Commission		10.99
Paper Bag Receipts		24.00
Mileage ILA (Rick Ashton)		39.00
Postage		38.50
Books		244.22
Pamphlets		122.70
County Fines		195.10
		$11,765.91

APPROVED
Robert H. Vegeler
DIRECTOR

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

February 28, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

SUNDRY EXPENDITURES JANUARY 16 - FEBRUARY 15, 1980

Jan.	16	Postage	212	1.72
	17	Librarians expense (Chicago)	214	28.69
	18	Postage	212	5.23
	21	Postage	212	2.56
	22	Librarians expense	214	9.36
		Postage	212	2.32
	23	Hauling trash	252	5.00
		Postage	212	3.84
	25	Postage	212	7.04
	28	Hauling trash	252	5.00
		Postage	212	4.36
	30	Hauling trash	252	5.00
		Postage	212	7.30
	31	Postage	212	3.37
Feb.	4	Hauling trash	252	5.00
		Postage	212	13.32
	6	Postage	212	1.50
	8	Postage	212	3.44
	10	Church directories	731	1.50
	11	Postage	212	3.73
	13	Hauling trash	252	5.00
		Librarians expense	214	8.27
		Postage	212	3.91
	14	Postage	212	2.42
	15	Hauling trash	252	5.00
		Postage	212	.88
				$144.76

APPROVED
Robert H. Vegeler
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills February 28, 1980

Jankowski Associates Architects	Architectural Services	$ 2,700.00
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	446.00
McKay Electric Company, Inc.	Electric work on addition to the Fort Wayne Public Library	8,474.00
E. A. Reim Plumbing and Heating Inc.	Replace part of water service underground at the corner of Washington & Harrison Streets and repatch parking lot	606.79
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel and Sons, Inc.	1,874.10
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	35,607.90
Fort Wayne National Bank Escrow Agent	Retainage for Shambaugh & Son, Inc.	1,897.00
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	17,073.00
		$68,678.79

Joseph P. Walther

Patrick K. Tagan

Dean McMahan

Mary Koelsberger

Susan Beaman

APPROVED

Robert Haegele

DIRECTOR

ANNUAL PUBLIC LIBRARY REPORT

State Form 37491

For Calendar Year Ending December 31, 1979

City or Town: Fort Wayne

County: Allen

Note: Three copies of this report form are sent to each library. When they are filled out, one copy should be mailed promptly to the Indiana State Library, Extension Division, Indianapolis, 46204. Reports should be forwarded not later than January 31, so that statistics may be compiled for publication. The Acts of 1925, Chapter 58 (IC 4-23-7-21) provide a fine of $25 to $200 for failure to provide a report.

1. Legal Name of Library: Public Library of Fort Wayne & Allen County

Phone No. (include Area Code): 219-424-7241

Street Address: 900 Webster Street

City, State, Zip: Fort Wayne, Indiana 46802

2. Name of Head Librarian: [X] Mr. [ ] Mrs. [ ] Ms. [ ] Miss Robert H. Vegeler

Date Head Appointed: January 8, 1979

The following information is optional. Please supply only if there has been a change in your library's status.

3. Date Established: 1894

Date Present Bldg. Completed: July 15, 1968

Law under which library operates: 1947

Central Library Building: [X] Owned [ ] Rented [ ] Other (specify) _____

5. If owned, Source of Bldg. Fund: Bond Issue

Cost of Present Bldg.: $3,189,705.00

Cost of Major Additions/Alterations to Central or Branch Libraries, specify:

Date Alterations Made:

Are you currently involved in bldg. program? [X] Yes [ ] No

6. DAILY SCHEDULE: Hours Central Library is open to public. *(List actual hours open e.g. 8:15 - 4:30)*

WINTER							SUMMER						
Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
9 - 9	9 - 9	9 - 9	9 - 9	9 - 9	9 - 6	0	9 - 9	9 - 9	9 - 9	9 - 9	9 - 9	9 - 12	0

AGENCIES

	NO.	ACCESSIBLE TO THE HANDICAPPED		SQUARE FT.	NO. OF SEATS	NO. OF VOLUMES HELD
		YES	NO			
7. CENTRAL LIBRARY	1	X		152,287	526	1,264,697
8. BRANCHES (list) Georgetown, Hessen Cassel, Little Turtle, Pontiac, Shawnee, Tecumseh, Waynedale, Harlan, Monroeville, New Haven, Woodburn	11	6	5	53,990	590	350,436
9. BOOKMOBILE(S) OR MOBILE SERVICE UNITS						
a. OWNED BY LIBRARY	5			XXXXXXXXXX	XXXXXXXXXX	
b. NO. OF STOPS	199	XXXXX	XXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
10. STATIONS (list)	0					
11. TOTAL *(Sum of Lines 7-10)*	216	7	5	206,277	1,116	1,615,133

Library Name

Public Library of Fort Wayne & Allen County

12. POPULATION, ASSESSED VALUATION AND TAX RATE

POLITICAL DIVISION	NAME	POPULATION (Last Census)	ASSESSED VALUATION	LIBRARY TAX RATE
A. CITY OR TOWN	Fort Wayne - Operating	183,039	497,458,002	.34
B. TOWNSHIP	Fort Wayne - Bond & Int.			.108
C. TOWNSHIP				
D. TOWNSHIP				
E. TOWNSHIP				
F. TOWNSHIP				
G. TOWNSHIP				
H. COUNTY (if served)	Allen - Operating	104,394	463,504,000	.205
I. TOTALS		287,433	$960,962,002	xxxxxxxxxx

LIBRARY FINANCES

13. RATE OR TAX LEVY (LEVIES) APPROVED FOR CURRENT YEAR		14. AMOUNT OF BUDGET APPROVED FOR CURRENT YEAR	
City or Town 1,751,825	Township or County	City or Town	Township or County 3,470,395
B & I 475,767	958,656		Bond & Int. 589,655

LIBRARY RECEIPTS BY SOURCE

15. a. Unexpended balance from previous year, operating fund	355,415.20
b. Unexpended balance from previous year, special funds	530,639.54
OPERATING FUND	
16. Property Tax income from library taxing unit *(specify source and do not include revenue sharing)*	2,642,446.56
County Auditor	
17. State Distribution	87,210.02
18. Special Taxes	
a. Intangibles Tax-Banks	44,183.68
b. License Excise Tax	343,288.74
c. Local Option Tax (Certified Shares)	
d. Property Tax Replacement Credit	
19. Revenue Sharing	
a. Received for operating expenditures *(specify source)*	
b. Received for capital expenditures *(specify source)*	
20. All Other Revenue	
a. Fines and Fees	52,695.31
b. ~~xxxxxxxxxxxxxx~~ Temporary Loans	1,525,000.00
c. Gift Receipts	
d. Copy Machine Receipts	39,296.26
e. Other Receipts	39,877.59
21. TOTAL OPERATING FUND *(Sum of Lines 16-20)*	4,773,998.16
SPECIAL FUNDS	
22. Receipts, Bond and Interest Redemption Fund	616,135.67
23. Receipts, Construction Fund	
24. Receipts, Gift Fund(s)	384.95
25. Special Grants	
a. LSCA	14,811.00
b. CETA	
c. Indiana Committee for the Humanities	
d. Other *(specify source)*	
26. Receipts, Other Special Funds *(specify)*	81,643.30
Phonograph Record Room 756.15	
LIRF 80,887.15	
27. TOTAL *(Sum of lines 15 and 21-26)*	6,373,027.82

Library Name

Public Library of Fort Wayne and Allen County

THE LIBRARY BOARD

LIST MEMBERS NOW SERVING	ADDRESS	APPOINTED BY	TERM EXPIRES
President: Rev. George R. Mather	2009 Forest Park Blvd. Fort Wayne, In. 46805	School Board	Dec. 31, 1982
Vice-President: Mrs. Mary Koehlinger	4815 Chaucer Road Fort Wayne, In. 46815	Allen County Commissioners	Dec. 31, 1980
Secretary: Mrs. Rae Gates	6831 Blue Mist Road Fort Wayne, In. 46819	School Board	Dec. 31, 1983
Treasurer: Mr. Alan McMahan	4601 Tacoma Ave. Fort Wayne, In. 46807	Allen County Commissioners	Dec. 31, 1981
Mrs. Lu Ann Beaman	9031 Forestdale Dr. New Haven, In. 46774	Circuit Court Judge	Dec. 31, 1980
Mr. Zohrab K. Tazian	11224 Kings Crossing Fort Wayne, In. 46825	Circuit Court Judge	Dec. 31, 1981
Mrs. M. Patricia Vogel	6738 Quail Ridge Lane Fort Wayne, In. 46804	Circuit Court Judge	Dec. 31, 1982

Time of Regular Meetings of Board (Example: First Tues. 7:30 p.m.)

Fourth Thursday 3:00 p.m.

PERSONNEL - To be filled out by libraries having fewer than 15 employees

CERTIFICATE	FULL NAME	POSITION	Academic Education: High School Diploma	Academic Education: College Degree/ Coll. Semester Hours	Library Science Education: Undergraduate Semester Hours	Library Science Education: Degree or Semester Hrs. Toward Degree	Library Science Education: State Library Course (Pre 1947) Cert. Exams 1947-	Total Years of Library Experience	Avg. Work Hrs. Per Week	ANNUAL SALARY
		Administrator								

Professional: List under this heading the names of other staff members who are graduates of library schools or because of experience are performing duties which require a knowledge of books and library techniques as taught in a library school.

Support Staff: List under this heading the names of individuals occupying positions in the business, clerical or maintenance phases of library operation. Do not include student assistants or pages.

		Janitor								
		Janitor								

No. of Full Time Equivalents	No. of Student Assistants (Pages)	Hourly Rate
198	23	$2.44 - 3.18

LENGTH OF VACATION WITH PAY	Head Librarian	Prof. Assistants	Support Staff	Sick Leave: No. Days/Yr.	No. of Cumulative Days
	4 weeks	4 weeks	1 yr. - 2 weeks 10 yrs.- 3 weeks	10	None

Fringe Benefits

- [ ] Public Empl. Retirement Fund
- [x] Combination PERF/OASI
- [ ] OASI

Other Benefit Plans of Library: Blue Cross - Blue Shield, Term Life & Disability Ins.

% Employer Contribution: All but $1.00 per year each

LIBRARY EXPENDITURES

OPERATING FUND		
28. Services Personal		
a. Salaries and Wages of Librarian and Assistants	1,404,170.83	(11-12)
b. Wages of Janitors	196,900.17	(13)
c. Other Compensation	61,731.50	(14)
29. Services Contractual		
a. Communication and Transportation	46,313.73	(21)
b. Heat, Light, Power and Water	199,870.13	(22)
c. Printing and Advertising	651.23	(23)
d. Repairs	183,824.02	(24)
e. Services, Other Contractual	65,951.04	(25)
30. Supplies		
a. Office Supplies	13,248.92	(31)
b. Other Supplies	50,561.78	(32)
31. Material		
a. Building	134.75	(41)
b. General	6,715.30	(44)
32. Current Charges		
a. Insurance and Bond Premiums	36,645.00	(51)
b. Rents	1,620.00	(52)
c. ~~xxxxxxxxxxxx~~ Unemployment Tax	834.02	(53)
d. Dues	2,564.61	(54)
e. Employer's Contribution, Retirement, O.A.S.I.	142,040.00	(55)
f. Transfer to Improvement Reserve Fund	60,500.00	(56)
33. Current Obligations		
a. Interest	15,718.39	(62)
b. Emergency Loans	1,525,000.00	(63)
34. Properties		
a. Buildings, Structures and Improvements	180.55	(71)
b. Equipment	35,002.97	(72)
c. Books	423,417.16	(73)
d. Periodicals and Newspapers	131,341.37	(73)
e. Nonprint Materials *(include microforms and audiovisuals)*		(73)
35. TOTAL OF ALL OPERATING FUND EXPENDITURES *(Sum of Lines 28-34)*	4,604,937.47	
36. Expenditures, Library Improvement Reserve Fund (LIRF)	94,552.00	
37. Expenditures, Building Improvement Reserve Fund (BIRF)	593,710.00	
38. Expenditures, Gift Funds(s)		
39. Expenditures, Construction Fund		
40. Expenditures, Other Fund(s), (specify): LSCA	14,230.20	
41. Balance on hand at end of fiscal year (all funds)	1,065,598.15	
42. TOTAL EXPENDITURES AND BALANCE *(Sum of lines 35-41) (must agree with Line 27)*	6,373,027.82	
43. Expenditure per Capita (Divide total on line 35 by total population on Line 12i)	$16.02	
44. Interlibrary Loans		
a. Provided to other Libraries	344	
b. Received from other Libraries	82	
c. Number of Transactions	426	
45. Reciprocal Borrowing		
a. Have you signed the Statewide agreement?	☐ Yes ☒ No	
b. Do you have local agreements (specify)	☐ Yes ☒ No	
46. Registration		
a. Total number of borrowers	114,219	
b. Length of registration period	3 years	
Current registration term began	July 1968	
c. Annual nonresident fee for single person	$20.00	
for family	$20.00	

Library Name

Public Library of Fort Wayne & Allen County

NUMBER AND CIRCULATION OF MATERIALS

	BOOKS	UNCAT. PAMPHLETS	MAPS, PICTURES, PHOTOS, PRINTS	SLIDES	MICROFILM	MICROFICHE	VIDEO-TAPES	SOUND RECORDINGS	8MM FILMS	16MM FILMS	FILMSTRIPS	OTHER	TOTAL
47. No. of items added during year	65904	16631	3162	221	1888	8983	25	651	64	63	0	25980	123572
48. No. of items owned at end of year	1615133	180106	335820	21962	54265	41378	290	22101	1733	230	3	386804	2659825
49. No. Circula	1275274	14807	22677	7074	0	0	40	20517	5317	3630	0	14937	1364273

50. Periodical Titles	
a. Currently received	1986
b. Number circulated	169

	8MM PROJECTORS	16MM PROJECTORS	PROJECTOR SCREENS	SLIDE AND/OR FILMSTRIP PROJECTORS	RECORD PLAYERS	CASSETTE AND AUDIO TAPE RECORDER/ PLAYERS	VIDEO EQUIPMENT	MICROFILM READERS OR READER/ PRINTERS	MICROFICHE READERS OR READER/ PRINTERS	OVERHEAD/ OPAQUE PROJECTORS	OTHER
51. No. owned	2	3	5	4	3	11	25	30	15	1	41
52. Do you circulate? (yes or no)	No	No	No	No	No	No	No	No	No	No	No

53. Do you have an adult literacy instruction program? ☐ Yes ☒ No

54. Do you have any automated systems? If so, what? ☐ Yes ☒ No

55. Do you have a Friends of the Library group? ☐ Yes ☒ No

56. Does your library have the following? *Please submit one copy of each to the Extension Division, Indiana State Library with your report if you have not already done so.*

☐ Board Bylaws ☐ Personnel Evaluation Forms ☐ Salary Schedule(s)
☐ Policy Manual or Statement(s) ☐ Personnel Application Forms ☐ Long Range Plan

57. Do you use a book rental or leasing program? If so, which one(s)? ☒ Yes ☐ No

McNaughton Book Service

58. Do you charge overdue fines? If so, how much is fine? Other fees? ☒ Yes ☐ No

5¢ a day

59. Does your library have a community information referral service? If so, please explain. ☒ Yes ☐ No

Maintain a local agency file

60. Does your library have large print books or other special materials or equipment for the handicapped? ☒ Yes ☐ No
Describe briefly.

Talking books
Large print books
Low vision magnifier
Northeast Indiana Radio Reading Service

PERSON TO CONTACT ABOUT QUESTIONS ON THIS FORM IF OTHER THAN LIBRARIAN

Name	Phone No. (include area code)	Date
Jacqueline Belschner	219-424-7241 Ext.229	February 6, 1980
Street Address	**City, State, Zip**	
900 Webster Street	Fort Wayne, Indiana 46802	

Head Librarian's Signature	Board President's Signature
Robert W. Vogel	[illegible]

PERSONNEL

State Form 34192

Check One
Use a separate sheet for each type
☐ Support Staff
☒ Professional

Library Name
Public Library of Fort Wayne & Allen County

For Calendar Year Ending
December 31, 19 79

☐ **SUPPORT STAFF-** List under this heading the names of individuals occupying positions in the business, clerical or maintenance phases of Library operation. Do NOT include student assistants or pages.

☒ **PROFESSIONAL-** List under this heading the names of other staff members who are graduates of library schools or because of experience are performing duties which require a knowledge of books and library techniques as taught in a library school.

CERT. GRADE	FULL NAME	POSITION	Academic Education: High School Diploma	Academic Education: College Degree/ Coll. Semester Hours	Library Science Education: Undergraduate Semester Hours	Library Science Education: Degree/ Semester Hrs. Toward Degree	Library Science Education: State Library Course (Pre 1947) Cert. Exams 1947 -	Total Years of Library Experience	Avg. Work Hrs. Per Week	PROJECTED ANNUAL SALARY- NEXT CALENDAR YEAR
L1	Mr. Robert H. Vegeler	Director	x	A.B.		B.S.		42	40	30,000
L2	Mr. Rick J. Ashton	Asst.Director	x	AB, MA PHD		M.A.		6	40	27,500
L2	Mr. Wesley Avins	Dept.Head	x	B.A.		MLS		18	40	15,264
L2	Mr. Ronald Bean	Prof.Asst.	x	B.S.		MLS		13½	40	7-11-79
	Mrs. Delia Bourne	Ref. Asst.	x	B.A.				4½	40	10,006
L1	Mr. James T. Broderick	Dept.Head	x	A.B.		B.S.		43	40	21,412
L1	Ms. Beth Carpenter	Dept.Head	x	A.B.		B.S.		35	40	1-12-79
L2	Mrs. Linda Chapman	Prof.Asst.	x	B.A.		M.A.		11	40	8-31-79
L1	Miss Helen Colchin	Dept.Head	x	A.B.		M.A.		28	40	21,083
L2	Mr. William H. Crane	Dept.Head	x	A.B.		MLS		13	40	15,295
L4	Mrs. Mary DeVault	Cataloger	x	60	17			13	40	11,134
	Mr. John Dickmeyer	Prof.Asst.	x	BA, MA MS				6	40	10,070
L1	Mr. Steven Fortriede	Br.Supervisor	x	A.B.		MLS		11	40	17,119
	Mr. William Gaunt	Bookmobile	x	78		8		20	40	12,794
L2	Ms. Queenie Grigsby	Prof.Asst.	x	B.A.		MALS		20	40	14,129
L4	Mr. John Hall	Circ.Asst.	x	B.A.		12		4	40	9,158
L4	Miss Linda Helmling	Circ.Asst.	x	B.S.	13			17	40	10,006
	Mr. R. Melbourne Henkle	Fine Arts	x	A.B.		MLS		½	40	10,282
L1	Mrs. Betty Henning	Dept.Head	x	A.B.		MLS		17	40	15,020
	Miss Susan Hunt	B&T Asst.	x	B.S.		12		5	40	9,646
	Mr. Stanley Huntington	Branch Librn.	x	B.A.		MLS		11	40	10,896
L1	Miss Ethel Johnson	Child. Librn.	x	A.B.		B.S.		40	40	15,274
L1	Mr. Fred Krueger	Branch Librn.	x	M.A. B.S.		MLS		12	40	12,934
L2	Mr. Kenneth Lauer	Branch Librn.	x	M.A. B.A.		MLS		15	40	14,829
L3	Mrs. Mary J. Leffers	Branch Librn.	x	B.S.		MLS		7	40	12,190
L1	Miss Dorothy Lower	Dept.Head	x	A.B.		M.A.	I.U-I.P.L	26	40	15,274
	Miss Theresa Meadows	Branch Librn.	x	B.S.		MLS		5	40	12,190
L1	Miss Patricia Moorman	Branch Librn.	x	B.A.		M.A.		16	40	15,338
L1	Mr. Patrick Murray	Adm. Asst.	x	A.B.		B.S.		41	40	18,136
	Mrs. Susan Pallone	Prof.Asst.	x	B.A.		MLS		8	40	12,794
L5	Mrs. Rosamond Parrish	YAR Asst.	x	A.B.		15		21	40	10,949
L3	Miss Geraldine Pilotte	Prof.Asst.	x	M.A. B.S.		MLS		7½	40	11,776
	Mrs. Della Richards	Branch Asst.	x	B.A.				4½	40	8,543
L2	Mr. Stephen Richards	Prof.Asst.	x	B.A.		MLS		5½	40	11,267
L2	Miss Martha Rogers	Prof.Asst.	x	A.B.		M.S.		25	40	12,349
	Miss Betty Schooley	Cataloger	x	A.B.		MLS		22	40	15,211
L1	Mr. Richard Seagly	Dept.Head	x	A.B.		M.A.		12	40	15,847
L5	Mrs. Earlene Shoemaker	Branch Librn.	x	69			I.U.	20½	40	6-7-79
	Mrs. Elizabeth Shupe	Branch Asst.	x	B.A.		16		6½	40	9,116
L1	Miss Pauline Simmons	Cataloger	x	A.B.		B.S.		42	40	16,483
	Miss Susan Skekloff	Prof.Asst.	x	B.A. M.A.		15		1/4	40	9,434
	Miss Judy Smith	Circ.Asst.	x	B.S.				4	40	9,243
	Miss Margaret Smith	Fine Arts Asst	x	89		15		13	40	9,179
L1	Mr. Myron Snyder	Dept. Head	x	A.B.		B.S.		32½	40	5-18-79

PERSONNEL

State Form 34192

Check One
Use a separate sheet for each type
☐ Support Staff
☒ Professional

Library Name
Public Library of Fort Wayne & Allen County

For Calendar Year Ending
December 31, 19 79

☐ **SUPPORT STAFF-** List under this heading the names of individuals occupying positions in the business, clerical or maintenance phases of Library operation. Do NOT include student assistants or pages.

☒ **PROFESSIONAL-** List under this heading the names of other staff members who are graduates of library schools or because of experience are performing duties which require a knowledge of books and library techniques as taught in a library school.

CERT. GRADE	FULL NAME	POSITION	Academic Education		Library Science Education			Total Years of Library Experience	Avg. Work Hrs. Per Week	PROJECTED ANNUAL SALARY-NEXT CALENDAR YEAR
			High School Diploma	College Degree/ Coll. Semester Hours	Undergraduate Semester Hours	Degree/ Semester Hrs. Toward Degree	State Library Course (Pre 1947) Cert. Exams 1947 -			
	Miss Deborah Sprunger	Branch Asst.	x	BSMT				3/4	40	8,480
L3	Mrs. Rosalina Stier	Branch Librn.	x	B.A.		MLS		8½	40	6-29-79
PA3	Mrs. Josephine Thompson	Branch Librn.	x		28	A.B.		30	40	14,257
PA3	Mr. Richard Tritch	Bookmobile	x	A.B.		20		25	40	12,158
	Mrs. Cheryl Truesdell	B&T Asst.	x	B.A.				½	40	9,540
L1	Mrs. Anna Mae Wakefield	Branch Librn.	x	B.A. M.A.		MLS		17	40	14,956
	Mrs. Hildreth Williams	Cataloger	x	A.B.				11½	40	11,134
	Miss Kathryn Witwer	Branch Librn.	x	B.S.		27		4½	40	10,494
L2	Miss Mary Jane Wood	Branch Librn.	x	A.B.		M.S.		29	40	12,196
	Miss Rebecca Young	Genealogy	x	B.S.		12		1½	40	9,434
	Mrs. Hazel Zorn	Fine Arts	x	B.A.				7	40	9,116
	Mrs. Eva Collis	YAR Asst.	x	B.S.				3	25	4.35
	Mr. Charles Eckman	Prof. Asst.	x	B.S.		MLS		26	12	5.88
	Mrs. Janet Gerber	Circ. Asst.	x					4½	16	8-24-79
	Mrs. Sandra Henry	Branch Asst.	x	B.A.				2	24	3.66
L2	Mrs. Charlene Holly	Prof. Asst.	x	B.A.		MLS		8	24	6.20
L4	Mrs. Laura McCaffery	Prof. Asst.	x	B.S.		24	I.U.	20	35	5.94
L3	Mrs. Isabelle Otter	Talking Bks.	x	B.A.		18		3	40	4.80

PERSONNEL

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December 31, 19 79

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	Miss Marilyn Allmandinger	Hd. of Lending	x	77				24	40	11,776
	Mrs. Susan Andrews	Record Room	x					4	40	8,289
	Miss Delores Bandelier	Clerical	x					24	40	7,536
	Miss Mary Baughman	Clerical	x					2½	40	7,918
	Mrs.Jacqueline Belschner	Bus.Manager	x					33	40	19,239
	Mr. Richard Bender	Clerical	x					11	40	7,494
	Mrs. Annabelle Bennett	Clk.Typist	x					14	40	8,083
	Mrs. Imogene Bishop	Clerical	x					10½	40	7,536
	Mr. Robert T. Blanks	Security	x					12	40	8,988
	Miss Diane Bonahoom	Clk.Typist	x					5	40	8,045
	Miss Joyce Boshler	Clk.Typist	x					16	40	7,918
	Mrs. Earlean Brooks	Clk.Typist	x					27	40	9,752
	Mrs. Susie Buggs	Branch Librn.	x					7	40	8,162
	Mrs. Muriel Busing	Branch Asst.	x					1½	40	8,480
	Mr. Dennis Campbell	Branch Asst.	x					1¼	40	8,480
	Mr. Louis Cereghino	Maintenance	x					19	40	9,434
	Mr. Gary Conklin	Govt.Docs.	x					15	40	9,116
	Mr. Thomas Cox Jr.	Govt.Docs.	x					12	40	9,154
	Mr. Christopher Dennis	Print Room	x					1	40	7,420
	Mrs. Margaret Dietsch	Order Clerk	x					15	40	10,070
	Mrs. Wilma Eck	Clk. Typist	x					10½	40	7,971
	Mrs. LaVerne Eickhoff	Clk. Typist	x					3¼	40	7,769
	Miss Joyce Eisenmann	Clk. Typist	x					10	40	7,663
	Mrs. Ethel Elliott	Co.Branch	x					22	30	6,366
	Mr. Myron Elliott	Maintenance	x					12¼	12	2,728
	Mrs. Esther Feichter	Clk. Typist	x					13	40	7,523
	Miss Anita Fitch	Clk. Typist	x					22	40	8,819
	Mrs. Cindy Galbreath	Clk. Typist	x					4¼	40	10-19-79
	Mrs. Mary Gerig	Branch Asst.	x					10	40	7,600
	Mrs. Claudette Graham	Clk. Typist	x					2	40	10-5-79
	Mrs. Patricia Gerig	Branch Asst.	x					3	40	7,345
	Mr. Lowell Griffith	Bookmobile	x	B.S.				1/4	40	8,200
	Miss Margaret Harrow	Maintenance	x					8½	40	7,854
	Mr. Danny Hart	Clerical	x					16	40	8,978
	Mr. Majid Hasan	Maintenance	x					2½	40	7,632
	Miss Helen Jordan	Genealogy Asst	x					16	40	9,646
	Mrs. Zena Kassam	Clk. Typist	x					2¼	40	8,045
	Mr. William Kenagy	Clk. Typist	x					7	40	7,816
	Mr. James Kettering	Security	x					13½	40	8-10-79
	Miss Susan Knuth	Clk. Typist	x					5	40	7,345
	Mrs. Martha Kohlmeyer	Fine Arts	x					8	40	9,116
	Mr. Nick Krajewski	Clerical	x					5	40	7,473
	Mrs. Beverly Linnemeyer	Clk. Typist	x					20	40	8,352
	Mrs. Bernice Gater	Overdues	x					22	40	10,409

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	Mr. David Linnemeyer	Bookmobile	x					18	40	9,484
	Miss Bessie Makris	Branch Asst.	x					2¼	40	8,798
	Mrs. Hildegarde Mathieu	Clk. Typist	x					20	40	9,116
	Mrs. Helen Mustin	Branch Asst.	x					24	40	9,052
	Miss Arlene Newcomer	Clk. Typist	x					32	40	7,981
	Mr. George Niezer	Maintenance	x					8½	40	8,352
	Mrs. Charlotte Obringer	Clerical	x					1¼	40	7,300
	Miss Patricia O'Neill	Sub. Prof.	x	B.A.		12		7⅓	40	8,823
	Mrs. Devaun Patten	Cataloger	x					22	40	9,620
	Mr. Kenneth Pierce	Maintenance	x					4	40	3-22-79
	Miss Margaret Portolese	Record Room	x	B.F.A.				3/4	40	8,000
	Mr. Robert Reynolds	Bookmobile	x					12	40	9,624
	Miss Dorothy Roembke	Clerical	x					7¼	40	7,536
	Mrs. Mary Ross	Clerical	x					2½	40	7,536
	Mr. Donald Rust	Printer	x					19	40	13,069
	Mr. Kenneth Schell	Bldg. Engr.	x					12	40	16,313
	Miss Pamela Schmidt	Branch Asst.	x					3	40	7,769
	Miss Nancy Scott	Clk. Typist	x					24	40	9,518
	Mrs. Betty Sharp	Clk. Typist	x					24	40	7,612
	Mrs. Wilma Sills	Bookkeeper	x					10¼	40	10,727
	Mrs. Elsie Snyder	Maintenance	x					15	12	3,260
	Ms. Karla Sprandel	Clk. Typist	x					2/3	40	7,500
	Mrs. Jessie Stauffer	Co. Branch	x					10¼	30	6,086
	Mrs. Evelyn Swing	Maintenance	x					1½	12	2,728
	Mrs. Carolyn Thomas	Print Room	x					2¼	40	7,663
	Miss Veronica Timinsky	Clk. Typist	x					3½	40	7,473
	Miss Victoria Timinsky	Clk. Typist	x					8	40	8,162
	Miss Marilyn Tucker	Clerical	x					13	40	7,367
	Mrs. Beulah Tustison	Co. Branch	x					12¼	40	8,172
	Mr. Edward Underwood	Maintenance	x					23	40	9,370
	Ms. Maxine Wagner	Clk. Typist	x					7	40	8,289
	Miss Alma Wilhoit	Clk. Typist	x					15	40	7,791
	Mr. Thomas Williams	Maintenance	x					1½	48	7,854
	Miss Rita Wissman	Co. Branch	x					23	40	8,670
	Miss Kay Witwer	Branch Asst.	x					4	40	7,600
	Ms. Mildred Alfeld	Maintenance	x					2	40	3.50
	Mrs. Jackie Anderson	Branch Asst.	x					2	28	3.13
	Mrs. Edna Backs	Branch Asst.	x					20	24	4.13
	Mr. Curtis Bailey	Maintenance	x					2/3	40	3.29
	Mr. Donald Bashore	Carpenter	x					3/4	28	4.24
	Mr. Neil Baulkey	Bookmobile	x					1¼	40	5-4-79
	Miss Patricia Bierman	Talking Books	x					1¼	40	3.40
	Mrs. Virginia Bloomfield	Clk. Typist	x					14	32	4.29
	Miss Roslyn Brathwaite	Clerical	x					3	30	3.55

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	Mrs. Madeline Broderick	Clk.Typist	x					20	12	4.50
	Mrs. Hattie Bryant	Maintenance						5½	20	3.66
	Miss Elizabeth Callahan	Clk. Typist	x					2	40	8-7-79
	Mr. William Carpenter	Maintenance						10½	48	4.19
	Mrs. Jane Coffee	Branch Asst.	x					2	24	3.23
	Mrs. Margaret Crebb	Clk. Typist	x					5	32	3.29
	Mr. Patrick Cronin	Maintenance	x					½	40	3.07
	Mrs. Heidi Dancy	Clerical	x	B.A.				¼	40	3.07
	Mrs. Helen Dillson	Clk. Typist	x					2¼	32	3.29
	Ms. Catherine Doescher	Clk. Typist	x					6	21	3.44
	Mr. Terrence Doran	Maintenance	x					½	8	3.07
	Mrs. Lucile Evanoff	Branch Asst.	x					17	20	4.19
	Mrs. Helen Fetters	Clerical	X					27	22¼	3.92
	Miss Susan Folken	Clk. Typist	x					3	26	3.23
	Mr. Alan Gaines	Clerical	x					½	40	3.07
	Mrs. Niroo Gandhi	Clerical	x					5	24	3.55
	Mrs. Deborah Guillow	Clk. Typist	x	B.A.				1¼	20	3.13
	Mr. Samuel Hamilton	Maintenance						6	25	3.66
	Miss Helen Hester	Clerical	x					12	27	3.44
	Mrs. Martha Howard	Branch Asst.	x					6	20	3.76
	Mrs. Eloise Hughes	Clk. Typist	x					10	35	4.35
	Miss Patrice Hunsberger	Clk. Typist	x					½	40	3.07
	Mr. Steven Jones	Maintenance	x					¼	40	3.07
	Mrs. Eleanor Kanning	Branch Asst.	x					8	25	3.55
	Mrs. Beatrice Kettering	Clerical	x					13½	22½	8-10-79
	Mrs. Susan Klein	Clerical	x					½	24	3.07
	Mr. Amer Lukmani	Clerical	x					1½	27	3.39
	Miss Arifa Lukmani	Clerical	x					3½	25	3.29
	Mr. Nasser Lukmani	Clerical	x					3	30	3.44
	Mr. Fridley McCulloch	Maintenance	x					3/4	40	3.50
	Miss Beverly McFadden	Clerical	x					½	40	3.07
	Mrs. Bonnie Markland	Clk. Typist	x					10	30	3.82
	Mrs. Justine Miller	Branch Asst.	x					21	14	3.71
	Mrs. Elizabeth Milne	Clerical	x	B.A.				½	20	3.07
	Mrs. Louise Morell	Clk. Typist	x					14½	16	10-9-79
	Mr. Phillip Moser	Maintenance	x					½	40	3.07
	Ms. Pearl Neidigh	Clerical	x					11	11	3.92
	Mr. Dennis O'Neill	Maintenance	x					1	15	3.07
	Mrs. Louise Palmer	Clk. Typist	x					6½	32	3.76
	Miss Debra Patterson	Clerical	x					¼	40	3.07
	Mrs. Dorothy Pemberton	Receptionist	x					14	25	4.33
	Mr. John Pettigrew	Maintenance	x					5	30	3.97
	Ms. Nellie Ramer	Maintenance						9	40	3.97
	Mr. Wesley Reimnitz	Security	x					1	16	3.34

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	Mr. Kenneth Riedel	Maintenance						9	20	3.76
	Ms. Sharon Rigdon	Clk. Typist	x					13	32	3.55
	Mr. John Rinehart	Carpenter	x					2	24	4.77
	Miss Jeannette Roembke	Clerical	x					6	40	3.29
	Mr. William Schellenbach	Security	x					6½	12	4.08
	Mr. Robert Sewell	Maintenance						½	40	3.07
	Miss Abla Shaheen	Clk. Typist	x					14	24	3.59
	Mrs. Elenore Simpson	Clk. Typist	x					6	20	3.55
	Mr. Michael Skaggs	Photocopier	x					½	40	3.07
	Mrs. Dorothy Sloniawski	Clk. Typist	x					23	35	4.19
	Mrs. Garneta Swank	Clk. Typist	x					9	26	3.71
	Mr. William Sweat	Security	x					2¼	24	3.82
	Ms. Lucille Van Kirk	Clk. Typist	x					16	18	4.03
	Ms. Dorothy Vulgamott	Clerical	x					20	12	3.50
	Mrs. Kathleen Wagner	Clk. Typist	x					½	40	3.07
	Mrs. Cynthia Williams	Clerical	x					¼	40	3.07
	Mrs. Katherine Wismer	Clerical	x					13	28	3.66
	Mr. Curt Witcher	Clerical	x					3/4	40	3.13
	Miss Tonya Woods	Clerical	x					¼	40	3.07

6 KEY RESOLUTIONS

AN OFFICE OF LIBRARY AND INFORMATION SERVICES WITHIN THE NEW DEPT. OF EDUCATION WITH AN ASSISTANT SECRETARY OF EDUCATION AT ITS HEAD.

A NATIONAL INFORMATION POLICY TO ENSURE THAT GOVERNMENT AGENCIES AT ALL LEVELS WORK TOGETHER TO MAKE AVAILABLE ALL NEW AND EXISTING LIBRARY AND INFORMATION SERVICES TO THE MAXIMUM EXTENT POSSIBLE.

STATE, LOCAL, AND FEDERAL GOVERNMENTS TO WORK TOGETHER TO IDENTIFY THE FUNCTIONALLY ILLITERATE, COORDINATE PROGRAMS TO TRAIN THEM, AND STATE AND FEDERAL GOVERNMENTS SHOULD SHARE THE COSTS OF THESE PROGRAMS.

LIBRARIES TO REACH OUT TO SPECIAL GROUPS OF THE POPULATION - CHILDREN, YOUTH, THE AGED, HOMEBOUND, RACIAL AND ETHNIC MINORITIES, PHYSICALLY HANDICAPPED AND EMOTIONALLY DISTURBED - AND ELIMINATE BARRIERS THAT NOW SEPARATE THEM FROM LIBRARY AND INFORMATION SERVICES.

A NEW FEDERAL PROGRAM TO PROVIDE FOR INTERNATIONAL TRAINING AND THE EXCHANGE OF LIBRARY AND INFORMATION PERSONNEL AND THE FREE FLOW OF LIBRARY MATERIALS OF ALL KINDS ACROSS NATIONAL BORDERS.

A COMPREHENSIVE APPROACH TO THE PLANNING AND DEVELOPMENT OF MULTI-TYPE LIBRARY AND INFORMATION NETWORKS AND PROGRAMS INCLUDING PROFIT AND NOT-FOR-PROFIT LIBRARIES FROM THE PUBLIC AND PRIVATE SECTORS.

January, 1980

Private Wire

WHITE HOUSE CONFERENCE SETS LIBRARY GOALS: Despite concerns that the pre-established format and delegate-selection procedures would produce a minestrone-like mixture of results, the White House Conference on Library and Information Services, which assembled in Washington, D.C. from November 15 to 19, 1979, surprised everyone by coming forth with a clear call for progressive new programs of library services. Even on the subject of federal funding, on which provincialism and conservative voices from rural areas sounded alarms of big-city domination and government interference, the Conference resoundingly called for an end to erratic local financing and a new initiative with the federal and state governments carrying a much larger share of the load. It was the democratic process functioning at its best, and out of the sprawling mass of individualists with their varied goals came a forceful, clear statement of determination to make America's libraries better, stronger and more accessible than ever before.

The key resolutions adopted by the Conference called for:

AN INFORMED CITIZENRY. Libraries should take an activist role in providing citizens and public officials with information on public issues, in stimulating open discussion of issues, and in promoting the use of libraries as information and referral centers.

A NATIONAL INFORMATION POLICY. All citizens should have free, equal and full access to publicly-funded library and information services and be provided with information which is objective, timely and reliable, while protecting privacy rights and preserving the tradition of local control over the selection and purchase of library materials.

ELIMINATION OF BARRIERS TO LIBRARY AND INFORMATION SERVICES. Universal library and information services should be available to all, including the homebound, institutionalized, disturbed, retarded, handicapped, and other special population groups not presently served, including especially learners of all ages and conditions. Librarians should be properly trained to provide such services. Particular attention should be paid to the access needs of disabled and hearing impaired persons.

LITERACY TRAINING. Libraries should play a major role in implementing literacy training programs for functionally illiterate adults and out-of-school youth, as part of an expanded cooperative educational effort.

NETWORK FOR RESOURCE SHARING. A comprehensive national system of library and information networks should be established between private and public libraries to provide access to information resources for all citizens in all parts of the country, and embracing a national periodicals system and national lending library for print and non-print materials.

COORDINATION OF SCHOOL AND PUBLIC LIBRARY SERVICES. The operation of school and public libraries should be coordinated to provide improved combined services to meet both school and community needs. Federal restrictions on the sharing of school library materials should be removed.

Private Wire

TECHNOLOGICAL IMPROVEMENTS. National direction should be given to the development of standards for information storage, retrieval and transmission, hardware and software compatibility, and research on the use of technology for improving library and information services.

INTERNATIONAL INFORMATION SHARING. An affirmative federal program should be established to encourage the international sharing of information, including unrestricted exchange of library materials and international information networks.

COMMUNITY SERVICE AND PUBLIC AWARENESS. Libraries should be responsive to the particular needs of the communities they serve and should be actively involved in efforts to inform the residents of their communities about the services they offer. A national program to educate the public on the effective use of library resources should be implemented, with federal funds supplied to the states expressly for this purpose as part of the administration of library programs.

U.S. DEPARTMENT OF EDUCATION ROLE AS COORDINATOR. An Office of Library and Information Services should be established in the U.S. Department of Education headed by an Assistant Secretary of Education. The office should administer federal funding and library programs, and serve as national coordinator for library services of all kinds. Full federal funding should be provided under existing and future legislation to provide for public, school and academic library support, and to fund innovative demonstration projects, community needs assessments, cultural awareness, age-level and youth incentive projects.

NATIONAL LIBRARY ACT AND INCREASED STATE FUNDING. A key element in implementing and funding these goals and objectives is the enactment of a new National Library Act to provide for an expanded federal role in contributing to library operating funds. The expanded role should be combined with greater state participation in meeting the costs of all types of non-profit library and information services.

WITNESSES SPEAK UP FOR PUBLIC LIBRARIES: During the White House Conference on Library and Information Services in November, 1979, concerned citizens were given the opportunity to express their views on library issues during open hearings. One of the dominant themes in those hearings was the need for more federal and state aid for use as operating funds, instead of just demonstration grants. The following are excerpts of testimony by some of the witnesses who urged early enactment of a National Library Act, representing a broad spectrum of public library users.

High School Students

"Why do I use the public library? For one thing, the public library is usually open after my school library closes. One student put it another way: 'The school library doesn't have the stuff we need.' Many school libraries are primarily curriculum-oriented and can't begin to fulfill all of a student's requirements.

"I can also go over to my public library on weekends. If not precisely to work then just to have a quiet place to sit and read the newest Mary Stewart. And when I really do need to study and concentrate, I go to the public library because I am surrounded by silence, something I can't always find at home, not to mention having the world's knowledge at my fingertips."

--Sandra Neely Ferguson, Walt Whitman High School sophomore, Washington, D.C.

Senior Citizens

"Many older adults who regularly use libraries are 'invisible' patrons who hold no library cards and never charge out books. Their use of the library is usually unrecorded. But for them, the library may be their most important resource, providing an opportunity to escape the confinement of their rooms, to sit and read comfortably among other people in a pleasant atmosphere.

"This huge and growing body of citizens needs and deserves adequate public library services. The obvious way to provide them is through a new National Library Act, which should be funded as soon as feasible."

--Rt. Rev. Edward G. Murray, Vicar for Ecumenical Affairs, Boston, Mass.

Organized Labor

"The proposed legislation, S.1124, introduced by Senators Jacob Javits and Edward Kennedy, has our complete support. This support is a natural continuation of American labor's historic position calling for and backing free public libraries--a position which predates the formation of the American Library Association. In short, American labor has supported the free public library concept for over 100 years.

"We are in total agreement with the definition of 'public library' as a library that serves 'free of charge all residents of a community district, or region...' We also commend the Bill's definition of 'public library services' as meaning 'library services furnished by a public library free of charge.' Our emphasis is on the word 'free' because of the increasing tendency of some public libraries to institute charges for certain services in order to compensate for the disturbing budget cuts. Most ominous is the fact that some political legislative bodies are requiring public libraries to institute these service charges to compensate for the very cuts they themselves instituted."

--Albert K. Herling, International Labor Press Assn., AFL-CIO, Washington, D.C.

Minorities

"To realize 'equal opportunity' in present-day America, one needs to be able to find where the opportunities are and to be able to utilize them to one's best advantage. This often demands more knowledge, skills, and sophistication than some of our most educated citizens possessed two centuries ago.

"The thousands of public libraries across the nation are the logical resources to bring to the task of correcting educational inequality and improving job and social skills. Public libraries can supply needed information, improve literacy, provide guidance, and heighten self-assurance for those who are at the bottom end of the economic and educational ladder. Innovative librarians and creative community leaders have already shown the way. The challenge for the rest of us is to fashion a lasting program."

--Thomas C. Battle, Howard University, Washington, D.C.

The Poor

"Libraries can no longer afford to be simply book warehouses and librarians must dispell the image of the 'little old lady in tennis shoes.' Librarians are trained to acquire, classify and disseminate information and in view of this must expand tradition to assist patrons in getting food stamps, finding singles groups and looking for financial assistance to finance a college education. A gentleman in his mid-forties wanting to learn to read and write should receive the same satisfaction from the library in his quest for knowledge as the doctoral student."

--Cheryl Marshall, Montclair Public Library, Montclair, N.J.

CITIZENS COMMITTEE HOOPLA HELPS STIMULATE CONFERENCE ACTION: Hardworking volunteers from the National Citizens Emergency Committee to Save Our Public Libraries provided the man and woman power to carry out a colorful program of delegate education during the White House Conference. Using materials designed and edited by Tryntje Van Ness Seymour, and funded by the Urban Libraries Council, volunteers distributed red carnations, large and small "Save Our Libraries" buttons, balloons, literature, souvenir keepsakes, signs, and placards to delegates, alternates and official observers over the four-day span of the conference. Particularly popular were the daily newspapers, Library News, delivered outside the doors of 1200 bedrooms in the Washington Hilton Hotel each morning between 5:30 and 6:30 A.M. by college students, Jim Dillon and Gabriel Seymour. A set of these colorful publications has been mailed out to all NCEC supporters and volunteers.

PERMANENT CITIZEN ACTION BODY FORMED AT CONFERENCE: The goal of the National Citizens Emergency Committee found rich fulfillment at the White House Conference. Not only did the delegates articulate an enlightened act of objectives for the American library system, but they also determined to do something about it. Meeting late into the evening on two different occasions under the eye of NCEC Secretary Whitney North Seymour, Jr., a caucus of experienced activist delegates from different parts of the country agreed to form a new National Citizens for Public Libraries as a permanent organization to seek support for improved library services. The committee's prime objective will be implementation of the White House Conference recommendations. All NCEC volunteers will be offered the opportunity to become charter members of the expanded citizens library movement. The next chapter in the history of America's public library is about to begin.

HAIL AND FAREWELL: With this issue, Private Wire will cease publication to make way for its big brother, the forthcoming newsletter of the permanent National Citizens for Public Libraries. Editor for the new publication will be Joanna Dean of Brooklyn Heights, New York, a free-lance writer and editor who is also a busy wife and mother. The change marks a joyous milestone in the forward progress of the citizen movement to save the nation's public libraries. Editor Tryntje Seymour, who has given up much of the past year-and-a-half as part-time public information officer, responding secretary, and jack of all trades for NCEC, is now turning her attention to a full-time career in the book publishing field, but will serve as an active member of the Steering Committee of the new organization.

* * *

Editor: Tryntje Van Ness Seymour, Box 366, Bowling Green Sta., New York, N.Y. 10004.

Private Wire

The New York Public Library
Fifth Avenue at 42nd Street
New York City 10018

Non-Profit Organization
U. S. Postage
PAID
New York, N.Y. 10018
Permit 3931

MIXED STATES

Philip G. Schairbaum
5012 Fairfield Ave.
Ft. Wayne, IN. 46807

V

STATE OF INDIANA

EXECUTIVE DEPARTMENT
INDIANAPOLIS

EXECUTIVE ORDER NO. 4-80

FOR: CREATION OF THE GOVERNOR'S ADVISORY COMMITTEE ON LIBRARIES AND INFORMATION SERVICES

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, the Indiana Governor's Conference on Libraries and Information Services was held in August, 1978; and

WHEREAS, resolutions were passed by the delegates to the Governor's Conference expressing Indiana citizens' concerns for library service; and

WHEREAS, twelve (12) delegates and four (4) alternates were elected at the Governor's Conference to represent Indiana at the White House Conference on Library and Information Services; and

WHEREAS, the White House Conference on Library and Information Services was held in Washington, D.C., in November, 1979; and

WHEREAS, resolutions deemed to be in the best interests of all citizens were passed by the delegates to the White House Conference; and

WHEREAS, there is a need for an advisory committee to coordinate the implementation of the resolutions from the Governor's Conference and the White House Conference;

NOW, THEREFORE, by virtue of the authority vested in me as Governor of the State of Indiana, I do hereby order that the Indiana delegates to the White House Conference on Library and Information Services be authorized to continue their work toward the implementation of such resolutions in order to influence the improvement of library and information services and their utilization by the public; and

IT IS HEREBY ORDERED: that the Governor's Advisory Committee on Libraries and Information Services is hereby established, for the purpose of implementing the aforesaid resolutions, such Committee to consist of fourteen (14) members to be appointed by the Governor and to serve at the pleasure and discretion of the Governor for a term to commence immediately.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana, at the Capitol, in the City of Indianapolis, this 6th day of February, 1980.

OTIS R. BOWEN, M.D.
GOVERNOR OF INDIANA

BY THE GOVERNOR

SECRETARY OF STATE

6

Proposal

Page ____ of ____

BROOKS CONSTRUCTION CO., INC.

1123 BARTHOLD STREET - FORT WAYNE, INDIANA 46898
P.O. BOX 8097 (219) 424-1910

EARTH WORK
ASPHALT
CONCRETE
SEAL COATING

PROPOSAL SUBMITTED TO	PHONE	JOB PHONE	DATE
C. David Coil	749-0125		March 14, 1980

STREET	JOB NAME
6044 E. State Blvd.	Harlan Library

CITY STATE ZIP CODE	JOB LOCATION
Fort Wayne, Indiana	Harlan

ARCHITECT	DATE OF PLAN	OPERATIONS
Coil & Dickmeyer, Inc.	February 12, 1980	Site work

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATE FOR:

1. Construct site work improvements as per above mentioned plans including dirt work, stone paving, concrete, drainage pipe removal and installation, and relocation of light.

Work is to be done for Allen County Public Library, 900 Webster Street, Fort Wayne, IN 46802. Coil & Dickmeyer will supervise and approve project. Submit billing to Allen County Public Library with attached claim form filled out.

We propose hereby to furnish materials and labor — complete in accordance with above specifications for the su of Eight thousand four hundred twenty-five and no/100 dollars ($ 8,425.00)

QUALITY IS REMEMBERED LONG AFTER PRICE IS FORGOTTEN

PAYMENT DUE WITHIN 30 DAYS AFTER COMPLETION, UNLESS OTHERWISE NOTED

PAYMENT TO BE MADE AS FOLLOWS:

BROOKS CONTRUCTION CO., INC. DATE 3/14/80 APPROVED BY DATE 3/14/80

Jack B. Billings TITLE Jack B. Billings - Sales Department

Robert F. Brooks TITLE Robert F. Brooks - President

This Proposal May Be Withdrawn by Brooks Construction Co., Inc. If Not Accepted Within 30 Days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and including conditions on backside are satisfactory and the undersigned has fully read and hereby are accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE

SIGNATURE Director, Allen County Public Library

DATE OF ACCEPTANCE 27 March 1980

(SEE REVERSE SIDE)

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

March 24, 1980

To All Library Board Members

From Robert H. Vegeler Robert H. Vegeler RJA

PLEASE NOTE: THE MARCH 27 BOARD MEETING WILL BE HELD AT THE MAIN LIBRARY, NOT AT SHAWNEE BRANCH LIBRARY, AS PREVIOUSLY ANNOUNCED

The enclosed materials will help you prepare for the March 27 meeting.

1. Agenda.
2. Minutes of the February 28 Board meeting with revised Mission Statement language attached.
3. A Note on Main Library Addition Finances.
4. Information and Application for 1980 state funds distribution.
5. Proposed Agreement with Fort Wayne Cinema Center.
6. Proposed Policy on Cooperative Promotional Activities.
7. Proposal to retain Klopf Audio/Video Corporation to design television facility.
8. Bills and additional financial reports.
9. A book, The Library Trustee.

I look forward to seeing you on Thursday.

#

PLEASE NOTE: BOARD MEETING IS AT MAIN LIBRARY, NOT AT SHAWNEE BRANCH LIBRARY, AS PREVIOUSLY ANNOUNCED

AGENDA

Allen County Public Library
Board of Library Trustees
March 27, 1980, 3:00 p.m.
Board Room, Fort Wayne Public Library
900 Webster Street, Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the February 28, 1980, Meeting.

3. Opening of bids for steel library shelving for Main Library Addition.

4. Report of the Director
   a. Main Library Addition progress
   b. Main Library Addition finances
   c. Georgetown roof
   d. Planning Committee
   e. Other

5. Approval of application for state funds.

6. Approval of a proposed agreement with the Fort Wayne Cinema Center.

7. Approval of a proposed policy on cooperative promotional activities.

8. Approval of a proposed agreement with Klopf Audio/Video Corporation.

9. Approval of a proposed plan for the Washington and Harrison parking lot.

10. Adoption of bonding amounts for the Treasurer of the Board and the Business Manager.

11. Approval of the following salaried appointment:
    Mary Ross $8,000

12. Approval of payment of the following bills:

Operating fund	$ 93,043.92
Library building & equipment fund	280,519.96
Library improvement reserve fund	1,663.00
Lincoln National Life	2,332.60
Stouffer's Inn	5.95
Indiana & Michigan Electric	6,861.16
Indiana State Employment Service	603.44
Judith Wegener	5.00
Margaret Portolese	47.29
Rick Ashton	113.78

Allen County Public Library
of Library Trustees
1990, 5:00 p.m.
Board Room, Fort Wayne Public Library
900 Webster Street, Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the February 23, 1990, Meeting.

3. Opening of bids for steel Library shelving for main Library Addition.

4. Report of the Director
   a. Main Library Addition progress
   b. Main Library Addition finances
   c. Leaky roof
   d. Planning Committee

5. Approval of application for state funds.

6. Approval of a proposed agreement with the Fort Wayne Citizens Center.

7. Approval of a proposed policy on cooperative promotions.

8. Approval of a proposed agreement with Kloof Audio/Video Corporation.

9. Approval of a proposed plan for the Washington and Harrison Parking Lot.

10. Adoption of budgetary amounts for the Treasurer of the Board

11. [illegible]

Approval of payment of the following bills:

Operating fund	$ 23,013.92
Library building & equipment fund	280,510.96
Library improvement	

13. Other business.

14. Adjournment.

Following adjournment Steven Fortriede, Branch Supervisor, will give a brief report on the Library's plans for an active summer reading program.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

MARCH 27, 1980

The Board met in regular session in the Board Room of the Main Library at 3:00 p.m. on March 27, 1980. Members present: Mr. George Mather, Mr. Alan McMahan, Mrs. Mary Koehlinger, Mrs. Patricia Vogel, and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. Mrs. Koehlinger moved adoption. Mr. McMahan seconded. Motion carried.

2. Approval of the minutes of the February 28, 1980 meeting. Mr. McMahan moved approval of the minutes as submitted. Mrs. Vogel seconded. Motion carried.

3. Opening of bids for steel library shelving for Main Library addition. The following bids were submitted:

Library Bureau	$61,845
Krauter Equipment	97,874
Wilson Metal Products	57,995
Estey Corporation	58,881
Lee Company	74,400

Mr. McMahan moved that the contract be awarded at a special meeting on Monday, March 31, at 11:30 a.m. The architect will review the bids and make a recommendation. Mrs. Gates seconded. Motion carried.

4. Report of the Director. Mr. Vegeler reported on the following matters:

a. Main Library Addition Progress. Plastering, floor tile, and installation of electric stacks are progressing. July occupancy is predicted by the general contractor.

b. Main Library Addition finances. Report was furnished with agenda.

MINUTES OF BOARD MEETINGS OF THE ADAMS COUNTY PUBLIC LIBRARY

MARCH 27, 1960

The Board met in regular session in the board room of the

[illegible] Mr. [illegible] Mrs. [illegible] Mrs. Mary Wooldridge, Mrs. Patricia Vogel, and Mr. Edmund Taylor. Mr. Metzger

1. Adoption of the Agenda. Mrs. Wooldridge moved adoption. Mr. McMahan seconded. Motion carried.

2. Approval of the minutes of the February 28, 1960 meeting. Mr. McMahan moved approval of the minutes as submitted. Mrs. Vogel seconded. Motion carried.

3. Opening of bids for school library shelving for Main Addition. The following bids were submitted:

Hunter Equipment	$[illegible]
Wilson Metal Products	$[illegible]
Bailey Corporation	$[illegible]
Lee Company	$4,[illegible]00

Mr. McMahan moved that the contract be awarded at a special meeting on Monday, March 31, at 11:30 a.m. The president will [illegible] Motion carried.

4. Report of the Director. Mr. Vogler reported on the following matters:

a. [illegible] Thompson. Plastering, floor tile, and [illegible] July occupancy

b. [illegible] Mrs. [illegible]

c. Georgetown Branch Library roof. Mr. Carl Bradley, architect of the Georgetown Branch, has reported to Mr. Mather that he has inspected the building and found no leaks where he had recommended repairs. Present leakage is due to masonry problems. Vertical masonry walls were leaking as Mr. Coil reported to Mr. Vegeler on March 27.

d. Planning Committee. Dr. Ashton reported that the committee has not met during March.

e. Harlan Branch Library improvements. Mr. Coil has recommended that Brooks Construction Co. be given the contract for site work improvements, including excavation, stone paving, concrete work, drainage pipe removal, and installation, and relocation of outside light, for a price of $8,425.00. Mr. McMahan moved approval. Mrs. Koehlinger seconded. Motion carried.

6. Approval of a proposed agreement with the Fort Wayne Cinema Center. James Walker, president of Fort Wayne Cinema Center, appeared to answer questions and explain the program of his organization. After discussion by the Board, Mr. McMahan moved approval of the agreement. Mrs. Koehlinger seconded. Motion carried.

7. Approval of a proposed policy on cooperative promotional activities. Mr. McMahan moved to amend the proposed policy to read "The Director of the Library, with the approval of the Board, will have general responsibility and authority to conduct cooperative promotional activities." Mrs. Koehlinger seconded. Amendment carried. Mr. McMahan moved adoption of the proposed policy as amended. Mrs. Gates seconded. Motion carried.

[illegible] t of the Georgetown Union, has resumed to Mr. Wetzel [illegible] he and recommended repairs. Present Lessees is due to improve [illegible] committee has not met during March.

[illegible] recommended that Scott Construction Co. be given the contract for site work improvements, installation, renovation, stone and relocation of outside lights, for a price of $3,127.00. Mr. McMahan moved approval. Mrs. Kohlhauer seconded. Motion carried.

6. Approval of a proposed agreement with the Fort Wayne Citizens Center. James Walker, president of Fort Wayne Citizens Center, [illegible] communication. After discussion by the board, Mr. McMahan moved approval of the agreement. Mrs. Kohlhauer seconded. Motion carried.

7. Approval of a proposed policy on cooperative promotional activities. Mr. McMahan moved to amend the proposed policy to read "The Director of the Library, with the approval of the Board, will have general responsibility and authority to [illegible] carried. Mr. McMahan moved adoption of

8. Approval of a proposed agreement with Klopf Audio/Video Corporation. Mr. McMahan moved approval of the proposal to engage Klopf Audio/Video Corporation to design the video facility, write specifications, and evaluate equipment, for a fee of $7,990.00. Mrs. Vogel seconded. Motion carried.

9. Approval of a proposed plan for the Washington and Harrison Street parking lot. Mr. McMahan moved to authorize the Director to develop specifications and advertise for bids for the development of the Washington and Harrison Street parking lot. Mrs. Gates seconded. Motion carried.

10. Adoption of bonding amounts for the Treasurer of the Board and the Business Manager. Mr. Tazian moved to comply with the law on the bonding of the Treasurer by purchasing a bond in the amount of $10,000. Mrs. Vogel seconded. Motion carried. The Board asked for further staff work on employee liability and trustee liability.

11. Approval of the following salaried appointment:

Mary Ross $8,000

Mrs. Koehlinger moved approval. Mrs. Gates seconded. Motion carried.

12. Approval of payment of the following bills:

Operating fund	$ 93,043.92
Library Building and Equipment Fund	280,519.96
Library Improvement Reserve Fund	1,663.00
Lincoln National Life	2,332.60
Stouffer's Inn	5.95
Indiana and Michigan Electric	6,861.16
Indiana State Employment Service	603.44
Judith Wegener	5.00
Margaret Portolese	47.00
Rick Ashton	113.78

Mrs. Vogel moved approval for payment. Mr. McMahan seconded. Motion carried.

13. Other business. None.

14. Adjournment. Mr. McMahan moved for adjournment. Mrs. Vogel seconded. Motion carried.

Following adjournment Steven Fortriede presented a brief report on the Library's summer reading program plans. The Board then took a walking tour of the Main Library Addition.

MISSION STATEMENT FOR THE PUBLIC LIBRARY

REVISED LANGUAGE ADOPTED BY THE BOARD ON FEBRUARY 28, 1980

The Allen County Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional library services, for free use by all residents.

RESPONSIBILITIES OF THE LONG RANGE PLANNING COMMITTEE

REVISED LANGUAGE ADOPTED BY THE BOARD ON FEBRUARY 28, 1980

RESPONSIBILITIES:

1. Gathering information.
2. Analyzing and arranging information.
3. Setting goals and priorities.
4. Integrating planning processes and planning habits into all parts of the Library's operation.
5. Reporting the work of the committee to the Board

A NOTE ON MAIN LIBRARY ADDITION FINANCES

The attached sheet summarizes the income and expenditures through March 1, 1980, for the Main Library Addition. Expenditures include all items for which contracts have been signed, although payment is not completed on most of the contracts.

From the remaining balance of $474,634.46, the following estimated expenditures are planned, with estimates of varying reliability:

Steel library shelving	$ 90,000
Video studio equipment	95,000
Video studio consultant	8,000
Parking lot improvements	35,000
Garage/service building	60,000
Total	$288,000

This leaves a total of $187,000 for additional furniture and equipment for the Main Library Addition, planning fees, and related elements of the project.

March 1, 1980

ADDITION TO THE MAIN LIBRARY

RECEIPTS:

1977 Bond Issue	$3,500,000.00	
Interest earned to date	495,695.35	
Interest to be earned on outstanding investments	61,995.17	
Lease rent KPC Inc. 10/6/78 - 2/1/80	28,333.22	
Lease rent KPC Inc. 3/1/80 - 9/1/80	11,666.62	
TOTAL RECEIPTS		$4,097,690.36

EXPENDITURES:

L.I.Griffin & Sons,Inc.(YWCA)	44,350.00	
Architect	201,591.31	
" reimbursable expense	17,524.70	
General Contractor (Schenkel)	2,004,100.00	
Mechanical Contractor (Shambaugh)	408,957.00	
Electrical Contractor (McKay)	217,190.00	
I & M Electric Company	9,538.00	
Printing of bonds,advertising,etc.	13,239.39	
Pre-treat soil-termites (Schenkel)	1,929.00	
Seibel Property	264,166.67	
Taxes (Seibel Property)	13,434.83	
Stacks (Library Bureau)	399,485.00	
Sprinkler System (Shambaugh)	27,550.00	
TOTAL EXPENDITURES		$3,623,055.90

Money available for a Butler Building, equipment for the new wing $ 474,634.46

STATE of INDIANA

INDIANAPOLIS, 46204

STATE BOARD OF TAX COMMISSIONERS

201 State Office Building
317/633-5358

TO: ALL LIBRARY DIRECTORS

DATE: MARCH 14, 1980

IC 4-23-7-28 establishes a method for distributing state funds to certain library districts. Attached you will please find an application for these state funds.

Some of the provisions of this section are:

> A library district must be subject to the provisions of IC 20-13-1.
>
> The district must submit . . . not later than May 1 . . . an application.
>
> The auditor of state shall issue the warrants . . . not later than August 1.
>
> The governing body of a public library district . . . may appropriate the funds for any purpose for which the operating fund revenues of the district may be used.
>
> A public library district that does not provide for the issuance of free library cards or for the issuance of library cards for a fee to all individuals who reside in the county in which that public library district is located, shall not be considered an eligible public library district.

Public Library Application for State Funds

Allen
(county)

Allen County Public Library
(legal name of library)

900 Webster St., Fort Wayne, Indiana 46802
(address)

To: State Board of Tax Commissioners

The above named library hereby applies for the distribution of state funds.

Amount of current operating budget $ 3,470,395.00

Converted to Public Library Law of 1947 yes (yes or no)

or

Adopted provisions of Public Library Law of 1947 _____ (yes or no)

Provides free library cards for all county residents yes (yes or no)

Provides library cards for a fee for all county residents no (yes or no)

Signed by:

George P. Mathes

Judy McMahan

Rex Yates

Gabriel K. Tassyan

Mary M. Rodkinson

Antonia Vigil

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

Please return completed application by May 1, 1980, to State Board of Tax Commissioners, 201 State Office Building, Indianapolis, Indiana 46204.

AGREEMENT

This Agreement is between the Board of Library Trustees of the Allen County Public Library, as Owner, and Fort Wayne Cinema Center, Inc., as Tenant, for the use of portions of the Owner's premises at 900 Webster St., Fort Wayne, IN 46802, for the purpose of the Fort Wayne Cinema Center, in association with the Allen County Public Library, showing a film series.

The parties agree as follows:

1. The times when the tenant will be entitled to use the premises are shown on the attached list.

2. The portions of the premises rented are the Multipurpose Room and adjacent Vestibule and restrooms on the ground floor of the Main Library.

3. The rent is $20.00 per night. The rent is due monthly.

The Tenant will examine the premises and accept the premises in their current condition in advance of the first film showing. The Tenant is responsible for all damage or injury to the premises except for usual wear and tear, and the Tenant is further responsible for all loss or damage sustained by the Tenant and by third persons on the premises in the possession or control of the Tenant. The Tenant will indemnify and hold the Owner harmless from all liability to the Tenant and to such third persons for personal injury or property damage.

4. The Owner shall have no duty to repair the premises for the Tenant's use. The Owner shall have the duty to remove snow and ice for the safety of the Tenant and all third persons using the premises at the Tenant's invitation or with the Tenant's permission.

5. The Tenant agrees to carry liability and property damage insurance to protect the Tenant and the Owner.

6. This Agreement may be cancelled by either party by giving thirty (30) days notice in writing. In the event the premises are rendered untenantable by fire or other casualty, this agreement shall be canceled without notice.

7. The Tenant agrees to observe and cause all others on the premises at the Tenant's invitation or with the Tenant's permission to observe the following rules:

a. No food or beverages will be sold on the premises.
b. No alcoholic beverages or controlled substances shall be permitted on the premises. Any person violating this rule shall be removed from the premises forthwith.
c. There shall be no smoking in the Multipurpose Room. Smoking shall be permitted in the Vestibule. The Tenant shall make an appropriate announcement to enforce this rule.
d. Parking shall be permitted under the Owner's regular parking arrangements.
e. A temporary sign may be placed at the entrance of the premises prior to the events.
f. If the Agreement permits use of storage areas, the Owner will not be responsible for any stored equipment.
g. The Tenant may move and rearrange the Owner's personal property, including Multipurpose Room seating for its own uses, provided, however, that

[illegible] of the Fort Worth Women's Center, in association

1. The times when the tenant will be entitled to use the premises are shown on the attached list.
2. The portions of the premises rented are the Multipurpose Room and adjacent Vestibule and restroom on the ground floor [illegible]

3. The rent is $10.00 per month. The rent is due monthly. The Tenant will monitor the premises and assert the use in their current condition in advance of the first [illegible]

[illegible] to the premises except for normal wear and tear, and the Tenant is further responsible for all loss or damage sustained by the Tenant and by third persons on the premises in the possession or control of the Tenant. The Tenant will indemnify and hold the Owner harmless from all liability to the Tenant or to any third persons for personal injury or property loss.

4. [illegible] to conform to the standards of the Tenant's use. The Owner shall have the right to remove snow and ice for the safety of the Tenant and all third persons using the premises at the Tenant's invitation or with the Tenant's permission.

5. The Tenant agrees to carry liability and property damage insurance to protect the Tenant and the Owner.

6. This Agreement may be cancelled by either party by giving thirty (30) days notice in writing. In the event the premises are rendered uninhabitable by fire or other casualty, this agreement shall be cancelled without notice.

7. The Tenant agrees to observe and cause all others on the premises at the Tenant's invitation or with the Tenant's permission to observe the following rules:

a. No food or beverages will be sold on the premises.
b. No alcoholic beverages or controlled substances shall be permitted on the premises. Any person violating this rule shall be removed from the premises forthwith.
c. There shall be no smoking in the Multipurpose Room. Smoking shall be permitted in the Vestibule. The Tenant shall make an appropriate announcement to enforce this rule.
d. Parking shall be permitted under the Owner's regular parking arrangements.
A temporary sign may be placed at the entrance [illegible] the premises prior to the events.
The A[illegible]

[illegible] may move and rearrange the Owner's [illegible] property, including Multipurpose Room [illegible]

the Tenant shall be responsible to return such personal property to the places in which it was found or to arrange for normal clean-up and maintenance.

h. Parts of the premises other than those rented may be used by the Owner for its own purposes.

i. Additional rules: The Tenant will pay only for times used.

Dated at Fort Wayne, Indiana, on March 27, 1980.

OWNER

BOARD OF LIBRARY TRUSTEES
ALLEN COUNTY PUBLIC LIBRARY

BY: George R. Mather

George R. Mather
President
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

FORT WAYNE CINEMA CENTER, INC.

BY: James S. Walker

ADDRESS 114 E. Superior
CITY Fort Wayne
STATE Indiana
TELEPHONE 424-8317

All presentations on Saturday evenings at 8 p.m.

1980

September	13, 20, 27
October	4, 11, 18, 25
November	1, 8, 15, 22, 29
December	6, 13, 20

The Mid-Winter Break

1981

January	10, 17, 24, 31
February	7, 14, 21, 28
March	7, 14, 21, 28
April	4, 11, 18, 25
May	2, 8, 16, 23

SET TAB STOPS AT ARROWS

Certificate of Insurance

acord

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.

NAME AND ADDRESS OF AGENCY

Lupke-Rice Associates
PO Box 10718
Fort Wayne, IN 46853

NAME AND ADDRESS OF INSURED

Fort Wayne Cinema Center, Inc.
114 E. Superior
Fort Wayne, IN 46802

COMPANIES AFFORDING COVERAGES

COMPANY LETTER	
A	Cincinnati Insurance Company
B	
C	
D	
E	

This is to certify that policies of insurance listed below have been issued to the insured named above and are in force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EXPIRATION DATE	Limits of Liability in Thousands (000)	EACH OCCURRENCE	AGGREGATE
A	**GENERAL LIABILITY** ☐ COMPREHENSIVE FORM XX PREMISES—OPERATIONS ☐ EXPLOSION AND COLLAPSE HAZARD ☐ UNDERGROUND HAZARD ☐ PRODUCTS/COMPLETED OPERATIONS HAZARD ☐ CONTRACTUAL INSURANCE ☐ BROAD FORM PROPERTY DAMAGE ☐ INDEPENDENT CONTRACTORS ☐ PERSONAL INJURY	AGL2942962	9/28/80	BODILY INJURY	$ 300	$ 300
				PROPERTY DAMAGE	$ 50	$ 50
				BODILY INJURY AND PROPERTY DAMAGE COMBINED	$	$
				PERSONAL INJURY		$
	AUTOMOBILE LIABILITY ☐ COMPREHENSIVE FORM ☐ OWNED ☐ HIRED ☐ NON-OWNED			BODILY INJURY (EACH PERSON)	$	
				BODILY INJURY (EACH ACCIDENT)	$	
				PROPERTY DAMAGE	$	
				BODILY INJURY AND PROPERTY DAMAGE COMBINED	$	
	EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM			BODILY INJURY AND PROPERTY DAMAGE COMBINED	$	$
	WORKERS' COMPENSATION and EMPLOYERS' LIABILITY			STATUTORY		
					$	EACH ACCIDENT
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES

Cancellation: Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

NAME AND ADDRESS OF CERTIFICATE HOLDER:

Fort Wayne Public Library
900 Webster Attn: Rick Ashton
Fort Wayne, IN 46802

DATE ISSUED 8/28/80

Stephen E. Stewart

AUTHORIZED REPRESENTATIVE

Stephen E. Stewart

ACORD 25 (1-79)

SET TAB STOPS AT ARROWS

Certificate of Insurance

acord

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES LISTED BELOW.

NAME AND ADDRESS OF AGENCY

Lupke-Rice Associates
PO Box 10718
Fort Wayne, IN 46853

NAME AND ADDRESS OF INSURED

Fort Wayne Cinema Center, Inc.
114 E. Superior
Fort Wayne, IN 46802

COMPANIES AFFORDING COVERAGES

COMPANY LETTER A	Cincinnati Insurance Company
COMPANY LETTER B	
COMPANY LETTER C	
COMPANY LETTER D	
COMPANY LETTER E	

This is to certify that policies of insurance listed below have been issued to the insured named above and are in force at this time. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EXPIRATION DATE	Limits of Liability in Thousands (000)	EACH OCCURRENCE	AGGREGATE
A	**GENERAL LIABILITY** ☐ COMPREHENSIVE FORM XX PREMISES—OPERATIONS ☐ EXPLOSION AND COLLAPSE HAZARD ☐ UNDERGROUND HAZARD ☐ PRODUCTS/COMPLETED OPERATIONS HAZARD ☐ CONTRACTUAL INSURANCE ☐ BROAD FORM PROPERTY DAMAGE ☐ INDEPENDENT CONTRACTORS ☐ PERSONAL INJURY	AGL2942962	9/28/80	BODILY INJURY	$ 300	$ 300
				PROPERTY DAMAGE	$ 50	$ 50
				BODILY INJURY AND PROPERTY DAMAGE COMBINED	$	$
				PERSONAL INJURY		$
	AUTOMOBILE LIABILITY ☐ COMPREHENSIVE FORM ☐ OWNED ☐ HIRED ☐ NON-OWNED			BODILY INJURY (EACH PERSON)	$	
				BODILY INJURY (EACH ACCIDENT)	$	
				PROPERTY DAMAGE	$	
				BODILY INJURY AND PROPERTY DAMAGE COMBINED	$	
	EXCESS LIABILITY ☐ UMBRELLA FORM ☐ OTHER THAN UMBRELLA FORM			BODILY INJURY AND PROPERTY DAMAGE COMBINED	$	$
	WORKERS' COMPENSATION and EMPLOYERS' LIABILITY			STATUTORY		
					$	(EACH ACCIDENT)
	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES

Cancellation: Should any of the above described policies be cancelled before the expiration date thereof the issuing company will endeavor to mail 10 days written notice to the below named certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company.

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Fort Wayne Public Library
900 Webster Attn: Rick Ashton
Fort Wayne, IN 46802

DATE ISSUED: 8/28/80

AUTHORIZED REPRESENTATIVE

Stephen E. Stewart

ACORD 25 (1-79)

A PROPOSED POLICY ON COOPERATIVE PROMOTIONAL ACTIVITIES

It is the policy of the Allen County Public Library to inform the public of its services and to promote the use of its services. At times the Library will carry on promotional activities in cooperation with other organizations, both for-profit and not-for-profit. The Director of the Library will have general responsibility and authority to conduct cooperative promotional activities, ~~under~~ the following guidelines:

1. Promotional activities shall benefit the public and the Library as well as the cooperating organization.
2. Promotional publications and advertisements shall give the Library and its services at least equal attention to that given to the cooperating organization.
3. The Library will attempt to offer cooperative promotional opportunities to a wide range of organizations, not limiting itself to particular groups or types of organizations, except that it will not conduct cooperative promotional activities with religious organizations or partisan political organizations.

It is the policy of the Allen County Public Library to inform the public of its services and to promote the use of its services. At times the Library will carry on promotional [illegible] in cooperation with other organizations, both [illegible] profit and not for-profit. The director of the Library have general responsibility and authority to conduct [illegible]

1. Promotional activities shall benefit the public and the [illegible]

given to the cooperating organization.

3. The Library will attempt to offer cooperative promotional opportunities to a wide range of organizations, not limiting [illegible] to particular groups or types of organizations, except [illegible] will not conduct cooperative promotional activities [illegible] tions organizations or partisan political organizations.

Proposal to retain Klopf Audio/Video Corp. to design television facility

In 1979, Allen County Public Library and Fort Wayne Cablevision signed an agreement to cooperate to equip and staff a television facility which would serve a dual purpose as the Library's in-house studio as well as the franchise-mandated public access facility for the community. A separate not-for-profit organization Citizens Council for Program Development, formed to promote use of the access channel, was also offered office space in the studio area. Equipment for the studio is budgeted at approximately $125,000. The facility will be staffed by three Library employees, plus the CCPD Executive Director. Fort Wayne Cablevision will contribute approximately $30,000 toward the equipment purchase and will contribute funds equal to approximately 2½ salaries on an ongoing basis.

In order to provide a studio with sufficient flexibility to serve a wide range of users and to ensure the most efficient use of the available funds, we would suggest that a professional video engineering firm be retained to design the facility, write specifications, and evaluate equipment. After several inquiries We asked Klopf Audio/Video Company of Dayton to submit a proposal for design of the studio. Klopf is one of the largest video suppliers in the country, representing some 500 manufacturers, with an excellent design department. They have agreed that, if given the contract to write specifications, they will not bid to supply equipment. In brief, their proposal covers five points:

A. Design the studio to ACPL requirements

B. Write detailed specifications for all equipment, cabling, hardware, etc.

C. Generate block diagrams to guide bidders in installation.

D. Evaluate bids and write an appraisal of each, with an estimate of the technical qualifications of the bidder, to aid ACPL to determine the successful bidder.

E. After installation, evaluate equipment and workmanship and perform final acceptance testing.

Total price for the above service is $7,990, or about 6.4% of the total equipment budget.

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

March 27, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

FINES AND MISCELLANEOUS RECEIPTS

FEBRUARY 1980

Main Library Fines		2,006.66
Georgetown Branch	825.28	
Hessen Cassel Branch	300.47	
Little Turtle Branch	218.55	
Pontiac Branch	21.65	
Shawnee Branch	334.73	
Tecumseh Branch	163.55	
Waynedale Branch	257.94	
BW #4	21.00	2,143.17
Art & Recordings		294.23
Rent (Hunter - Annes)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Schuman's IGA)		120.00
Parking Lot Receipts		2,000.00
Copier Receipts		3,350.85
Telephone Pay Station Commission		26.64
R & J Tom's Sales Commission		10.14
Subscription Fees		100.00
Paper Bag Receipts		33.00
Subscription Refund		3.75
Postage		28.65
Books		1,160.47
Pamphlets		165.50
County Fines		117.71
		$12,860.77

APPROVED
Robert H. Vegeler
DIRECTOR

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OF
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(219) 424-7241

March 27, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

SUNDRY EXPENDITURES FEBRUARY 16 - MARCH 15, 1980

Feb.	19	Air freight	211	11.79
		Postage	212	7.74
	20	Postage	212	5.54
		Newspapers	731	2.40
	22	Postage	212	11.48
		Pamphlets	731	12.60
	25	Postage	212	2.53
	26	Postage	212	2.87
	28	Postage	212	7.04
	29	Postage	212	4.03
Mar.	3	Postage	212	2.12
		Cleaning tapes	322	.75
	4	Postage	212	12.70
	5	Postage	212	3.32
	6	Postage	212	.58
	7	Postage	212	10.73
	10	Postage	212	5.38
	12	Hauling trash	252	5.00
		Postage	212	.75
	13	Thread	313	6.24
	14	Postage	212	.17
		Hauling trash	252	5.00
				$120.76

APPROVED
Robert H. Vegeler
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills March 27, 1980

Fort Wayne Newspapers, Inc.	Publication of legal notice for library shelving	36.42
Library Bureau Division of Mohawk Valley Community Corp.	Library shelving as specified by contract 4/23/79	151,270.54
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	487.00
McKay Electric Company, Inc.	Electric work on addition to the Fort Wayne Public Library	9,253.00
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel and Sons, Inc.	4,804.35
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	91,282.65
Fort Wayne National Bank, Escrow Agent	Retainage for Shambaugh & Son, Inc.	2,163.60
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	19,472.40
Fort Wayne National Bank, Escrow Agent	Retainage for Shambaugh & Son, Inc.	87.00
Shambaugh & Son, Inc.	Fire protection for new addition to the Main Library	1,663.00
		$280,519.96

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills March 27, 1980

Shambaugh & Son, Inc.	Fire protection for the existing Main Library	$1,663.00

APPROVED

Robert H Vogelsi

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

METAL BRACKET TYPE LIBRARY SHELVING BID TABULATION
3:00 P.M. Thursday, March 27, 1980

BIDDER'S NAME	BID	Brochure, Catalog, Color Chart, etc.	Bid Information Form	User List	Form 95	Bidder's Bond	Non-collusion Affidavit	Sample	REMARKS:
Library Bureau-Robbins	61,845								
Krauter	97,874								
Wilson Metal Products	57,995								
Estey	58,881								Recommend to Board award
Lee Co. Inc.	74,400								

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ROBERT H. VEGELER
DIRECTOR

March 28, 1980

To All Library Board Members and All Media

From Robert H. Vegeler

A special meeting of the Board of Library Trustees of the Allen County Public Library will be held Monday, March 31, 1980, at 11:30 a.m., in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana. The meeting will be held for the purpose of hearing and acting upon the recommendation of the Library's architect on the submitted bids for steel library shelving for the Addition to the Main Library and for the transaction of any other business properly brought before the Board.

Robert H. Vegeler

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

MARCH 31, 1980

The Board met in special session in the Board Room of the Main Library at 11:30 a.m. on March 31, 1980 for the awarding of a contract for steel library shelving, from bids opened March 27, 1980. All members were present. Mr. Mather presided.

Mr. Mather asked Mr. Jankowski, the Library's architect, for his recommendation. Mr. Jankowski explained that the close examination of the bids revealed that the proposal of the lowest bidder did not comply with the specifications. Therefore he recommended that the contract be awarded to the Estey Corporation.

Mr. McMahan moved that upon recommendation of the architect the contract be awarded to Estey Corporation in the amount of $58,881. Mrs. Vogel seconded the motion. Motion carried.

Mr. McMahan moved for adjournment. Mrs. Gates seconded. Motion carried.

MINUTES

TRUSTEES OF THE ALBION COUNTY PUBLIC LIBRARY

MARCH 31, 1960

The Board met in special session in the Board Room of the Main Library at 11:30 a.m. on March 31, 1960 for the awarding of a contract for steel library shelving, from bids opened March 27, 1960. All members were present. Mr. Hafner presided.

Mr. Hafner recommended, Mr. Jankowski explained that the close examination of the bids revealed that the proposal of the lowest bidder did not comply with the specifications. Therefore he recommended that the contract be awarded to

Mr. Mahlman moved that upon recommendation of the architect the contract be awarded to Metay Corporation in the amount of $[illegible]. Mrs. Vogel seconded the motion. Motion carried. Mr. Mahlman moved for adjournment. Mrs. Sabes seconded.

THE PUBLIC LIBRARY
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ROBERT H. VEGELER
DIRECTOR

April 21, 1980

To All Library Board Members

From Robert H. Vegeler Robert H. Vegeler RSH

PLEASE NOTE: THE APRIL 24 BOARD MEETING WILL BE HELD AT THE SHAWNEE BRANCH LIBRARY, 5600 NOLL AVENUE, NEAR THE INTERSECTION OF SOUTH CALHOUN STREET AND PAULDING ROAD.

You have already received through the U.S. Mail some material relating to the April 24 Board meeting. This packet contains the following additional materials:

1. Agenda.

2. Minutes of the March 27 Board meeting.

3. Minutes of the March 31 Board meeting.

4. A proposed promotional activity in cooperation with McDonald's Restaurants.

5. Bills and additonal financial reports.

I am looking forward to the meeting on Thursday.

#

A POSTSCRIPT: Please join the Library staff for a reception honoring the retirement of James T. Broderick, Margaret Dietsch, and Esther Fiechter on Wednesday, April 30, 1980, from 1:00 p.m. to 4:00 p.m. in the Auditorium of the Main Library.

PLEASE NOTE: BOARD MEETING IS AT SHAWNEE BRANCH LIBRARY, 5600 NOLL AVENUE (NEAR THE INTERSECTION OF SOUTH CALHOUN STREET AND PAULDING ROAD).

AGENDA

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
April 24, 1980, 3:00 p.m.
Meeting Room, Shawnee Branch Library
5600 Noll Avenue, Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the March 27, 1980 meeting and the March 31, 1980 special meeting.

3. A Statement by the Director.

4. Report of the Director
   a. Main Library Addition progress
   b. Harrison and Washington parking lot progress
   c. Communications with Mr. Werling, Mayor of New Haven
   d. Location of the May meeting
   e. Planning Committee
   f. Other

5. Approval of a Warranty Deed for a Grant of Right of Way to Allen County, for road and bridge improvements adjacent to the Harlan Branch Library. Mr. Fruechtenicht.

6. A report on legal requirements concerning the Library Building and Equipment Fund. Mr. Fruechtenicht.

7. A discussion of Board member liability. Mr. Fruechtenicht.

8. A report on changes and additions in the general contract for the Main Library Addition. Mr. Jankowski.

9. Approval of a proposed promotional activity in cooperation with McDonald's Restaurants.

10. Approval of a change of name from Pontiac Reading Room to Pontiac Branch Library.

11. Approval of expenses for Charlene Holly for attendance at a seminar on personnel matters, approximately $95.

12. Approval of the following salaried appointments:

Curtis Bailey	$ 7,280
Sharon Rhyce	8,000
Randal Gillen	9,000
Barbara Swartzlander	12,000

13. Approval of payment of the following bills:

Operating fund	$ 81,924.93
Library Building and Equipment Fund	190,419.83
Public Employees Retirement Fund	8,741.90
Social Security (OASI)	28,208.96
Padgett-Thompson Seminar	95.00
Indiana and Michigan Electric Co.	6,578.34
C. Miller and Sons	4,461.50
Kathryn A. Witwer	113.40

14. Other Business.

15. Adjournment.

FOLLOWING ADJOURNMENT: Kenneth Lauer, Librarian of the Shawnee Branch Library, will lead a tour of the branch building.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

APRIL 24, 1980

The Board met in regular session in the meeting room of the Shawnee Branch Library at 3:00 p.m. on April 24, 1980. Members present: Mr. George Mather, Mr. Alan McMahan, Mrs. Mary Koehlinger, Mr. Zohrab Tazian, and Mrs. Lu Ann Beaman. Mr. Mather presided.

1. Adoption of the Agenda. Mrs. Koehlinger moved adoption. Mr. Tazian seconded. Motion carried.

2. Approval of the minutes of the March 27, 1980 meeting and the March 31, 1980 special meeting. Mr. McMahan moved approval of the minutes as submitted. Mrs. Beaman seconded. Motion carried.

3. A statement by the Director. Mr. Vegeler read the following statement: "As you know, I wish to retire from my position as Director of the Allen County Public Library, effective June 1, 1980.

"Having spent my entire working life as a Library employee, I have not come to this decision suddenly. In the forty-three years since I became associated with this institution, many changes have taken place. From a relatively small and simple institution housed in a Carnegie building the Library has grown to its present size, diversity, and complexity to serve a growing and changing community. Administrative and Board responsibilities have increased proportionally, and many challenges remain. I am proud to have been a part of

The Board met in regular session in the meeting room of the Lawrence Public Library at 3:30 p.m. on April 24, 1967. Members present: Mr. Harold Weber, Mr. M. J. Mellman, Mrs. Guy Coulter, Mr. Robert Vaughn, and Mrs. Ina Martin. Mr. Martin was absent.

I. Adoption of the Agenda. Mrs. Coulter moved adoption. Mr. Vaughn seconded. Motion carried.

II. Approval of the minutes of the March 27, 1967 meeting and the April 4, 1967 special meeting. Mr. Mellman moved to approve of the minutes as submitted. Mrs. Martin seconded. Motion carried.

III. Statement by the Director. Mr. Vaughn read the following statement: "As you know, I wish to resign from my position as Director of the Allen County Public Library, effective June 1, 1967.

"Looking back on my entire working life as a librarian, I have not come to this decision suddenly. In the forty-three years since I became associated with this institution, many changes have taken place. From a relatively small and simple institution housed in a Carnegie building [illegible] has grown to its present size, diversity, and complexity.

[illegible] responsibilities have increased proportionately, [illegible] my qualifications remain. I am proud to have been a part of

the growth and the change. I am pleased that the most recent changes in the Library's institutional structure, with a unified county-wide system and a new Board, are working well. All of you are to be commended for your tremendous interest in and support for the Library.

"Just as institutions benefit from change, so do individuals. I wish now to involve myself in other interests and to take life at a somewhat slower pace. I would be remiss in not acknowledging the cooperation I have received from my coworkers during my various administrative positions. Thank you for your confidence and support. It has been a real pleasure to work with you."

Mr. Mather recognized Mrs. Koehlinger, who moved adoption of the following resolution:

"The Board of Library Trustees of the Allen County Public Library, in reluctantly accepting and approving the retirement request of Mr. Robert Vegeler, wish to express our deep appreciation for Mr. Vegeler's long and faithful service. During a productive career of more than forty-three years with the Fort Wayne Public Library, the Allen County Contractual Library, and the Allen County Public Library, Mr. Vegeler has helped to develop almost every facet of library service. At each stage of his career, from Page to Director, he has manifested a genuine concern for public well-being, with the belief that access to libraries and their contents is among our most precious liberties.

"Mr. Vegeler's efforts in the development of services, collections, and facilities have helped to enrich the lives

and the change. I am pleased that the most recent changes in the library's institutional structure, with a county-wide system and a new Board, are working well. All of you are to be commended for your tremendous interest in and support for the Library.

"Just as institutions benefit from change, so do individuals. I wish now to involve myself in other interests and to take life at a somewhat slower pace. I would be remiss in not acknowledging the cooperation I have received from my coworkers during my various administrative positions. Thank [illegible] pleasure to work with you."

[illegible] of the following resolution:

"The Board of Library Trustees of the Allen County Public Library, in relinquishing according and approving the retirement [illegible] appreciation for Mr. Vegeler's long and faithful service. During a productive career of more than forty-three years with [illegible] to develop almost every facet of library service. As [illegible] of his career, from Page to Director, he has manifested [illegible] librarians and their contents is among our most [illegible] liberties.

[illegible] efforts in the development of services, [illegible] titles have helped to enrich the lives

of all the people of Allen County. We commend him for these efforts, we thank him for his wise guidance to us as members of the Board, and we wish him a long and happy retirement.

"As a token of our affection and esteem, we hereby appoint Robert H. Vegeler on June 1, 1980, to the post of Director Emeritus of the Allen County Public Library, with all the rights and privileges attached thereto."
Mr. McMahan seconded the motion. Motion carried unanimously.

Mr. Mather recognized Mr. Tazian, who moved that a public gathering to honor Mr. Vegeler be held at the Main Library on May 30. Mrs. Koehlinger seconded. Motion carried.

Mr. Mather appointed a special committee to investigate and report to the Board concerning procedures for selecting a new Director and all other matters pertaining to Mr. Vegeler's retirement. He appointed Mr. McMahan as chairman and Mrs. Vogel and himself as members.

Mr. Mather recognized Mr. McMahan, who moved that the special committee make its report to the Board at a special meeting on May 8 at 3:00 p.m. at the Main Library. Mr. Tazian seconded. Motion carried.

4. Report of the Director. Mr. Vegeler reported on the following matters:

a. Main Library Addition progress. July occupancy is still predicted by the general contractor.

b. Harrison and Washington parking lot progress. Mr. Coil

[illegible] people of Allen County. We commend him for [illegible] efforts, we thank him for his wise guidance to us as [illegible] of the Board, and we wish him a long and happy [illegible]

"As a token of our affection and esteem, we hereby appoint Robert H. Vergler on June 1, 1980, to the post of Director emeritus of the Allen County Public Library, with all the rights and privileges attached thereto."

Mr. McKinnon seconded the motion. Motion carried unanimously.

Mr. Mather recognized Mr. [illegible], who moved that a public [illegible] to honor Mr. Vergler be held at the Main Library on May 30. Mrs. Koehlinger seconded. Motion carried.

Mr. Mather appointed a special committee to investigate and report to the Board concerning procedures for selecting a new Director and all other matters pertaining to Mr. Vergler's retirement. He appointed Mr. McKinnon as chairman and Mrs. [illegible]

Mr. Mather recognized Mr. McKinnon, who moved that the special committee make its report to the Board at a special meeting on May 8 at 3:00 p.m. at the Main Library. Mr. [illegible] carried.

[illegible] tor. Mr. Vergler reported on the [illegible] matters:

[illegible] Library Addition progress. Duly occupancy is [illegible]

[illegible] Allen [illegible]

has not yet completed plans.

c. Communication with Mr. Werling, Mayor of New Haven. Copies of letters have been sent to Board members.

d. Location of the May meeting. The meeting will be held at the Waynedale Branch Library, May 22, 3:00 p.m. Mr. Mather will be absent. Mrs. Koehlinger will preside.

e. Planning Committee. The committee has been working on building planning for the Main Library with the move into the new addition.

f. Other. A special Board meeting will be held May 8 at 3:00 p.m. at the Main Library.

5. Approval of a Warranty Deed for a Grant of Right of Way to Allen County for road and bridge improvements adjacent to the Harlan Branch Library. Mr. Fruechtenicht explained the County's proposal to the Board, with drawings and legal descriptions. Mr. McMahan moved that the Allen County Public Library convey to Allen County the requested permanent right of way and temporary right of way, as specified in the resolution prepared by Mr. Fruechtenicht and attached to the minutes of the meeting. Mr. Tazian seconded. Motion carried.

6. A report on legal requirements concerning the Library Building and Equipment Fund. Mr. Fruechtenicht reported to the Board as follows:

Federal regulations prohibit public entities from issuing tax-free bonds for the purpose of reinvesting the proceeds of the issue at higher interest rates. The proceeds of a bond issue must be used for the purposes specified in the bond

[illegible] at yet considered plans.

2. Communication with Mr. Wenkins, Mayor of New Haven. Copies of letters have been sent to board members.

[illegible] held at the Wayneville Warren Library, May 22, 3:00 p.m. Mr. [illegible] will be absent. Mrs. Kosnikmer will preside.

[illegible] The committee has been working on building planning for the Ruth Library with the move into [illegible]

F. Other. A special board meeting will be held May [illegible] at 3:00 p.m. at the Ruth Library.

G. Approval of a currently been for a Grant of Right of Way to Allen County for road and bridge improvements adjacent to the Jenkins Branch Library. Mr. Frueschenbrot explained the County's proposal to the board, with drawings and legal descriptions. Mr. Holman moved that the Allen County Public [illegible] of way and temporary right of way, in exchange for construction of an entrance to the parking lot at the Harlan Branch Library. Mrs. Tanian seconded. Motion carried.

[illegible] Report on legal requirements concerning the Library Building [illegible] Fund. Mr. Frueschenbrot reported to the Board as follows:

[illegible] purpose of receiving the proceeds [illegible] for the purposes specified in the bond

petition. An amount up to 15% of the proceeds, however, may be set aside in a reserve fund and not spent for the immediate project. Eighty-five per cent of the total fund (proceeds of the bond issue plus interest earned on the proceeds during the project) should be spent or committed within three years of the date of receipt of the proceeds. The 15% reserve fund may be held and spent for other purposes.

Indiana law, however, conflicts. Indiana law requires the public entity to spend the proceeds of a bond issue and the interest earned on those proceeds for the purposes specified in the bond petition. Any money not used for the purposes specified in the bond petition must be allocated for retirement of the debt.

The Board has already spent or made commitments to spend approximately 90% of the entire Library Building and Equipment Fund. It plans to spend or commit an additional seven to eight per cent before August 1980, the three-year deadline. Mr. Fruechtenicht recommended that the Board avoid any difficulty by spending the entire amount in the fund for expenses relating to the building project.

The 1977 bond petition states that the funds procured are "to be applied on the cost of construction and equipment of an addition to the present library building on land now owned by Fort Wayne Public Library on the south side of West Wayne Street between Webster and Ewing Streets in the City of Fort Wayne, Indiana, together with site development

petition. An amount up to 12% of the proceeds, however, may be set aside in a reserve fund and not spend for the immediate project. Eighty-five per cent of the total fund (proceeds [illegible] the project) should be spent or committed within three years [illegible]

Indiana law, however, conflicts. Indiana law requires [illegible]

[illegible] approximately 80% of the entire Library Building and Equipment Fund. It plans to spend or commit an additional seven to [illegible]

The 1977 bond petition states that the funds proposed [illegible] of an addition to the present Library building on land now owned by [illegible] West Wayne [illegible] between Webster and Lafayette streets in [illegible], Indiana, together with site development [illegible]

and improvement, and for facilities for public parking and storage of library vehicles and maintenance and shop work, and for incidental expenses in connection with said projects and on account of the issuance of bonds therefor." The breadth of this language allows the Library Board to spend from this fund for any expense arising as a direct consequence of the building addition, including alterations and rearrangements of the existing building calculated to bring the addition and the existing building into a unified working building complex.

In response to Mr. Fruechtenicht's recommendation and information supplied by the Director and staff, the Board asked Mr. Fruechtenicht to prepare a suitable resolution embodying his recommendation for consideration at the May 22 Board meeting. The Board also requested the Director and the staff to prepare and present a plan for the expenditure of the entire amount in the Library Building and Equipment Fund.

7. A discussion of Board member liability. Mr. Fruechtenicht informed the Board that Library districts are treated as municipalities under Indiana law. He will submit a brief resume of Board member duties at the May 22 meeting. Mr. Mather also requested Mr. Fruechtenicht to advise the Board concerning the bonding of the Board treasurer and Library employees.

[illegible]

[illegible] of library vehicles and maintenance and shop work.

[illegible] on account of the issuance of bonds therefore." The breadth of this language allows the Library Board to spend from this fund for any expense arising as a direct consequence of the building addition, including alterations and rearrangements of the existing building calculated to bring the addition and the existing building into a unified working building complex.

In response to Mr. Trueschenbach's recommendation and information supplied by the Director and staff, the Board asked Mr. Trueschenbach to prepare a suitable resolution embodying his recommendation for consideration at the May 22 Board meeting. The Board also requested the Director and [illegible] of this entire account in the Library building and furniture [illegible].

7. A discussion of Board member liability. Mr. Trueschenbach [illegible] the duties of Board member duties at the May 22 meeting. Mr. [illegible] also requested Mr. Trueschenbach to advise the Board [illegible] the bonding of the Board treasurer and Library employees.

8. A report on changes and additions in the general contract for the Main Library. Mr. Jankowski informed the Board that when the project was bid, a contingency item was included in the general, mechanical, and electrical contracts. Change orders to date have consumed the contingency funds in the general and electrical contracts. He presented for approval change orders from Schenkel and Sons, Inc., totaling $10,190 and change orders from McKay Electric Company in the amount of $7,161. Mr. McMahan moved approval of the change orders. Mr. Tazian seconded the motion. Motion carried.

Mr. Jankowski also informed the Board that Estey Corporation, the low conforming bidder for steel shelving, has requested monthly progress payments. He suggested that the Board reject this request and consider it later if long construction delays occur.

Mr. Jankowski expressed his regret at Mr. Vegeler's retirement and his appreciation for the opportunity to work with Mr. Vegeler over the years.

9. Approval of a proposed promotional activity in cooperation with McDonald's restaurants. Mr. Fortriede reported that no agreement had been reached.

10. Approval of a change of name from Pontiac Reading Room to Pontiac Branch Library. Mr. McMahan moved approval. Mrs. Koehlinger seconded. Motion carried.

11. Approval of expenses for Charlene Holly for attendance at a seminar on personnel matters, approximately $95. Mrs. Beaman moved approval. Mr. Tazian seconded. Motion carried.

12. Approval of the following salaried appointments:

Curtis Bailey	$ 7,280
Sharon Rhyce	8,000
Randal Gillen	9,000
Barbara Swartzlander	12,000

Mr. Tazian moved approval. Mrs. Koehlinger seconded. Motion carried.

13. Approval of payment of the following bills:

Operating fund	$ 81,924.93
Library Building and Equipment Fund	190,419.83
Public Employees Retirement Fund	8,741.90
Social Security (OASI)	28,208.96
Padgett-Thompson Seminar	95.00
Indiana and Michigan Electric Co.	6,578.34
C. Miller and Sons	4,461.50
Kathryn A. Witwer	113.40

Mr. McMahan moved approval. Mrs. Beaman seconded. Motion carried.

14. Other business. None.

15. Adjournment. Mrs. Koehlinger moved for adjournment. Mr. McMahan seconded. Motion carried.

Following adjournment Kenneth Lauer, Librarian of the Shawnee Branch Library, led a tour of the branch building.

Mr. Varian moved approval. Mrs. Koon [illegible] carried.

13. Approval of payment of the following bills:

Operating Fund	$ 21,274.23
Library Building and Maintenance Fund	120,412.03
Public Employees Retirement Fund	6,741.34
Total Payroll (P.E.R.)	[illegible]
Indiana and Michigan Electric Co.	6,117.24
G. Miller and Sons	4,421.30
Kathryn A. Mitzer	113.40

Mr. McKinnon moved approval. Mrs. Lemmon seconded. Motion carried.

14. [illegible] [illegible].

15. Adjournment. Mrs. Kerlikowsky moved for adjournment.

Following adjournment Kenneth Lauer, Librarian of the Greenwood Branch Library, led a tour of the branch building.

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

April 10, 1980

Mr. Terry A. Werling, Mayor
City of New Haven
City Administration Building
1235 Lincoln Highway East
New Haven, IN 46774

Dear Mr. Werling:

Thank you for your letter of March 31 and the accompanying City Council resolution. We share your interest in good public library service in New Haven.

The Board and the staff of the Allen County Public Library are now engaged in a long range planning process. One element of this process is an examination of library facilities needs throughout the county. In those areas where new facilities are needed, plans for location, construction, financing, and staffing will be made. Priorities will be determined, and action will be taken to carry the plans into effect.

We expect the development of comprehensive plans to require a good deal of time, coming to completion late in 1980 or early next year. Several additional years may be required for the completion of all the goals set in the plans.

We appreciate your interest in the library. Please be assured that we are working hard to develop the best possible public library service for all residents of Allen County.

Sincerely,

Robert H. Vegeler

Robert H. Vegeler
Director

Rick J. Ashton

Rick J. Ashton
Assistant Director

cc: Library Board

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

24 April 1980

ROBERT H. VEGELER
DIRECTOR

NEWS RELEASE FOR IMMEDIATE RELEASE

ROBERT H. VEGELER, Director of the Allen County Public Library, announced his retirement plans at a meeting of the Library Board today. Vegeler, 63, will retire 1 June 1980 after more than 43 years with the Library system.

BIOGRAPHICAL INFORMATION:

Born 2 March 1917, Fort Wayne
Education: Graduate of Zion Lutheran School, 1931
Graduate of Central High School, 1935
A.B., Manchester College, 1941
B.S. in Library Science (a graduate degree), University of Illinois, 1944

Work experience:

Joined the Library under Rex M. Potterf in January 1937, worked as a page, shelving books, at a wage of 15¢/hour.

Held positions as circulation clerk, bookmobile driver serving 30 rural schools, librarian of the Pontiac Branch Library, and Reference and Business and Technology department assistant librarian.

Established and managed the Phonograph Record Room in the late 1940s. In connection with this work, he presented a series of live classical music radio programs on WKJG Radio. The series, originally intended as a ten-installment promotion for the Library's phonograph records, continued for nearly 1000 performances stretching over 20 years.

Established and managed the Young Adult Room, a special library service aimed at high school and junior high school students.

Served as Coordinator of Adult Services and Assistant Librarian under Fred J. Reynolds. Played a major part in the Library's building program of the 1960s and early 1970s, organizing interior layouts for buildings. He coordinated the move of the entire library collection to the present main library in 1968.

Served as Director from 9 January 1979 to 1 June 1980. Oversaw planning and construction of the addition now being built for the Main Library. Guided the Library through a change from being a city library with a county contractual library district to being a unified county-wide library system.

-more-

PROFESSIONAL INVOLVEMENTS:

Fort Wayne Library Association
Indiana Library Association
Area 3 Library Planning Commission, Treasurer, 1976-77
Tri-ALSA (Area 3 Library Services Authority), Executive Board,1978-9

QUOTATION FROM LETTER OF RETIREMENT:

"Having spent my entire working life as a Library employee, I have not come to this decision suddenly. In the forty-three years since I joined the Library staff, many changes have taken place. From a relatively small and simple institution housed in a Carnegie building the Library has grown to its present size, diversity, and complexity to serve a growing and changing community. Administrative and Board responsibilities have increased proportionally, and many challenges remain. I am proud to have been a part of the growth and the change. I am pleased that the most recent changes in the Library's institutional structure, with a unified county-wide system and a new Board, are working so well. All of you are to be commended for your tremendous interest in and support for the Library.

Just as institutions benefit from change, so do individuals. I now wish to involve myself in other interests and to take life at a somewhat slower pace."

FOR FURTHER INFORMATION:

Robert H. Vegeler
424-7241

#

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

April 24, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

FINES AND MISCELLANEOUS RECEIPTS

MARCH 1980

Main Library Fines		2,380.31
Georgetown Branch Library	819.83	
Hessen Cassel Branch	364.77	
Little Turtle Branch	314.75	
Pontiac Branch	44.31	
Shawnee Branch	355.99	
Tecumseh Branch	177.15	
Waynedale Branch	270.55	
BW #5	61.67	2,409.02
Art & Recordings		344.55
Rent (Hunter - Annex)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts & Interest		1,069.70
Copier Receipts		4,538.97
Subscription Fees		260.00
Telephone Pay Station Commission		25.67
Tom's Snack Foods Commission		13.26
Paper Bag Receipts		38.00
Topeka Genealogy Society Refund		39.50
Reserve Postals		39.00
Books		246.06
Pamphlets		248.60
County Fines		204.30
		$13,276.94

APPROVED
Robert H. Vegeler
DIRECTOR

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

April 24, 1980

To the Board of Library Trustees:

Robert H. Vegeler, Director

SUNDRY EXPENDITURES MARCH 16 - APRIL 15, 1980

Mar.	17	Postage	212	3.85
	18	Postage	212	2.32
		Librarian's expense (Avins)	214	4.94
	19	Postage	212	2.64
		Books	732	6.14
	21	Postage	212	1.86
	25	Postage	212	2.09
	26	Postage	212	13.73
	28	Postage	212	.99
	31	Postage	212	2.41
Apr.	1	Postage	212	3.04
	2	Postage	212	1.59
	3	Postage	212	2.12
	4	Postage	212	2.98
	8	Postage	212	1.85
	9	Postage	212	5.87
	11	Postage	212	2.85
				$61.27

APPROVED
Robert H. Vegeler
DIRECTOR

Chapter ends for Vegeler

By NELSON PRICE
Staff Writer

Robert H. Vegeler called an end to his 43-year career with local libraries Thursday, submitting his resignation as library director so he can retire and "take life at a somewhat slower pace."

With "great reluctance" and amid accolades to Vegeler, 63, the Allen County Public Library Board unanimously accepted his resignation, which becomes effective June 1.

The Rev. George Mathers, board chairman, immediately appointed a three-member committee, consisting of himself and board members Alan McMahan and Patricia Vogel, to begin the process of selecting a new director. The committee will report to the full board at a special session set for May 8.

Vegeler, who has served as director since January 1979, read a written statement after his announcement that noted changes in local libraries since he joined the staff in 1937 as a page, shelving books for 15 cents per hour.

"From a small and simple institution housed in a Carnegie building the library has grown to its present size, diversity and complexity to serve a growing and changing community," he said. ". . . I am proud to have been a part of the growth and the change."

As director, Vegeler has overseen planning and construction of the addition now being built for the Main Library and guided the library through its change from a city facility with a county contractual library district to a unified countywide system.

Mathers said the selection committee will decide how to solicit applicants. The board will hold a public reception to honor Vegeler on May 30.

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The News-Sentinel

FORT WAYNE, INDIANA 46802 FRIDAY, APRIL 25, 1980 1C

Library Seeks New Director

By RICK ANTOINE

After just 1½ years as library director, Robert Vegeler has decided to retire. An immediate search will begin for a replacement.

Vegeler, 63, joined the local library system 43 years ago, earning 15 cents an hour shelving books. He worked his way up through the ranks, taking such positions as circulation clerk, bookmobile driver and branch librarian.

Vegeler has seen many changes in his years with the system.

When he began his career, the library was housed mainly in the pillared Carnegie building formerly occupying tha area where the north wing of the present library facility downtown now is. Nearby houses served as storage.

Vegeler was there to watch and help the system grow.

He established and managed the phonograph record room in the late 1940s and later the young adult room. When the system undertook its building program in the 1960s, he took a T-square and drafting board home with him to help design the floor layouts of the various branches and coordinated the move of the entire library section collection to the present main library in 1968.

The system now has 12 branches and no longer is divided into separate rural and urban entities.

Vegeler was appointed by the library board to succeed Fred Reynolds, who served from 1959 to 1978. In his short time as director, he has dealt with leaking library roofs, a $3.5 million addition to the main library and the somewhat controversial merger of the county and city library boards.

"Just as institutions benefit from change, so do individuals," Vegeler told the board in announcing his retirement at its regular meeting Thursday. "I now wish to involve myself in other interests and to take life at a somewhat slower pace."

A three-member committee of the board will investigate the procedures for selecting a new director and report to the full board at a special session May 8. A public reception for Vegeler will be May 30.

Another matter the board will consider at the next regular meeting May 22 will be how to spend the remainder of an extra $600,000 in interest earned from investments during the one-year delay in finishing the library addition. Board attorney Tom Fruechtenicht recommended the estimated $144,000 left over be spent either on related projects or to retire part of the debt in order to avoid any possible tax problems.

The board also renamed the Pontiac Reading Room, 3304 Warsaw St., as the Pontiac Branch Library because of increased activity there and the hiring of a professional librarian to its staff.

Robert Vegeler

Board Meeting April 24, 1980

As you know I wish to retire from my position as Director of the Allen County Public Library, effective June 1, 1980.

Having spent my entire working life as a Library employee, I have not come to this decision suddenly. In the forty-three years since I became associated with this institution, many changes have taken place. From a relatively small and simple institution housed in a Carnegie building the Library has grown to its present size, diversity, and complexity to serve a growing and changing community. Administrative and Board responsibilities have increased proportionally, and many challenges remain. I am proud to have been a part of the growth and change. I am pleased that the most recent changes in the Library's institutional structure, with a unified county-wide system and a new Board, are working well. ------- All of you are to be commended for your tremendous interest in - and - support for the Library.

Just as institutions benefit from change, so do individuals. I wish now to involve myself in other interests and to take life at a somewhat slower pace.

I would be remiss in not acknowledging the co-operation I have received from my coworkers during my various administrative positions.

Thank you for your confidence and support --- It has been a real pleasure to work with you.

RHVegeler

Mr. President, I wish to move the following resolution:

April 24, 1980

A Statement of Appreciation

The Board of Library Trustees of the Allen County Public Library, in reluctantly accepting and approving the retirement request of Mr. Robert Vegeler, wish to express our deep appreciation for Mr. Vegeler's long and faithful service.

During a productive career of more than forty-three years with the Fort Wayne Public Library, the Allen County Contractual Library, and the Allen County Public Library, Mr. Vegeler helped to develop almost every facet of library service. At each stage of his career, from Page to Director, he has manifested a genuine concern for public well-being, with the belief that access to libraries and their contents is among our most precious liberties.

Mr. Vegeler's efforts in the development of services, collections, and facilities have helped to enrich the lives of all the people of Allen County. We commend him for these efforts, we thank him for his wise guidance to us as members of the Board, and we wish him a long and happy retirement.

As a token of our affection and esteem, we hereby appoint Robert H. Vegeler on June 1, 1980, to the post of Director Emeritus of the Allen County Public Library, with all the rights and privileges attached thereto.

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills April 24, 1980

Jankowski Associates Architects	Architectural services	2,579.92
Klopf Audio/Video Company	Progress payment due, engineering & consultation for design of new access studio for the library	2,663.00
Library Bureau Division of Mohawk Valley Community Corp.	Library shelving as specified by contract 4/23/79	111,122.91
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	273.00
McKay Electric Company, Inc.	Electric work on addition to the Fort Wayne Public Library	5,187.00
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel & Sons, Inc.	3,281.20
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	62,342.80
Fort Wayne National Bank, Escrow Agent	Retainage for Shambaugh & Son, Inc.	297.00
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	2,673.00
		$190,419.83

Roger H. Mathes

Robert K. Kruger

Jean McNeilan

Mary M. Koehlinger

Lu Ann Beaman

APPROVED

Robert H. Hagedorn

DIRECTOR

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

MAY 8, 1980

The Board met in special session in the Board Room of the Main Library, May 8, 1980, at 3:00 p.m. Members present: Mr. George Mather, Mr. Alan McMahan, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. The Board by consent adopted the two-item agenda. The first item was the report of the Special Committee on the Director. The second item was a report and recommendations from the architects concerning planning and furnishings for the Main Library addition.

2. Report of the Special Committee on the Director. Mr. Mather recognized Mr. McMahan, who presented the following report:

"The director nominating committee, which is composed of myself as chairman, Rev. Mather, and Mrs. Vogel, has met to consider the hiring of a new director for the Allen County Public Library. As you know, the position will open up June 1, 1980, due to the resignation of the current library director and long time member of our staff, Robert H. Vegeler. After careful consideration it is with great pleasure we unanimously recommend the hiring of Dr. Rick Ashton effective June 1, 1980. He joined the staff in 1977 as administrative assistant. He came to us with a sense of creativity to face challenges including a new building and restructuring of the library board made necessary by a change in Indiana law. In January 1979 his expertise was recognized and he was named assistant

LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

MAY 8, 1980

The Board met in special session in the Board Room of the Main Library, May 8, 1980, at 3:00 p.m. Members present: Mr. George Metzger, Mr. Alan McNamar, Mrs. Mary Koehlinger, [illegible]

[illegible]

two-item agenda. The first item was the report of the Special [illegible] on the selection, [illegible] recommendations from the architects concerning planning and furnishings for the Main Library addition.

2. Report of the Special Committee on the Director. Mr. [illegible]

"The director nominating committee, which is composed [illegible] to consider the hiring of a new director for the Allen County Public Library. As you know, the position will open up June 1, 1980, due to the resignation of the current library director [illegible] careful consideration it is with great pleasure we unanimously recommend the hiring of Dr. Rick Ashton effective June 1, 1980. He joined the staff in 1977 as administrative assistant. He came to us with a sense of creativity to face challenges including a new building and restructuring of the library board made necessary by a change in Indiana law. In James [illegible] his expertise was recognized and he was named assistant

director and at the September, 1979, meeting, our predecessor board passed a resolution stating that should Mr. Vegeler choose to retire, Rick Ashton was, and I quote, 'the logical successor for the position of director.'

"In brief, Rick's background includes the facts that he is a magna cum laude graduate of Harvard, has a master's degree in librarianship from the University of Chicago and a Doctorate of Philosophy from Northwestern. He was curator of local and family history at the Newberry Library in Chicago and thus you can see he comes to us with both academic and administrative achievements.

"There is a state law that states among other qualifications, you must have ten years of library experience, or six years including three years of administrative experience after the awarding of the fifth-year professional degree, to hold the Librarian I certificate. Dr. Ashton will fulfill this requirement by 1982. In the meantime, he must get a temporary permit for Librarian I so that his appointment will be technically proper. Therefore, I would move that:

1. Dr. Ashton be hired as director of the Allen County Public Library at an annual salary of $29,500.
2. This board urge the Indiana Library Certification Board to grant him a temporary permit for Librarian I certification as quickly as feasible. "

Mrs. Koehlinger seconded the motion. Motion carried.

Mr. Mather called upon Dr. Ashton, who responded as follows:

[illegible] and at the September, 1949, meeting, our predecessor board passed a resolution stating that should Mr. Vergason choose to retire, Miss Ashton was, and I quote, 'the logical successor for the position of director.'

"In brief, Miss's background includes the facts that he [illegible] a Bachelors of Philosophy from Northwestern. He has counsel of local and family history at the Newberry Library in Chicago and thus you can see he comes to us with both academic and administrative achievements.

"Here is a state law that states many other qualifications, you must have ten years of library experience, or six years including three years of administrative experience after the [illegible] requirements by 1952. In the meantime, he must get a temporary permit for librarian I so that his recruitment will be technically proper. Therefore, I would move that:

1. Dr. Ashton be hired as director of the Allen [illegible] $10,500.

2. This board urge the Indiana Library Certification Board to grant him a temporary permit for librarian I certification as quickly as [illegible] the motion. Motion carried.

"The Allen County Public Library is one of America's great library systems. Its long-term commitment to excellence in library collections, facilities, and services is a marvelous heritage on which to build. I am grateful for the confidence and support of the Library Board. I look forward to working effectively with the Board, the staff, and the community to serve the information, education, recreation, and cultural needs of all the people of Allen County."

3. Report and recommendation from the architects concerning planning and furnishings for the Main Library Addition.

James Jankowski presented to the Board graphic representations of current planning for use of space in the addition and possible availability of space for other needs in the present building. Jankowski Associates will present a proposed contract at the May 22 Board meeting for further planning services, interior design services, and other architectural services.

Mr. Jankowski also presented to the Board proposed furniture arrangements and furniture choices for the casual seating areas in the Young Adults area and the Genealogy area in the addition. Because Mr. Jankowski did not have precise cost figures for the items, the Board declined to approve the purchase orders as proposed. To expedite the purchases, Mr. Tazian moved that the President appoint a committee to approve the purchases when precise figures are available. Mrs. Koehlinger seconded. Motion carried.

Mr. Mather appointed a committee with Mr. McMahan as

chairman and Mrs. Beaman and Mr. Tazian as members, to handle this matter.

4. Mr. Mather announced the creation of a Committee on Compensation to work on staff salary matters for 1981. He appointed Mr. McMahan as chairman and Mrs. Vogel and himself as members of the committee.

5. Other business. None.

6. Adjournment. Mr. McMahan moved adjournment. Mrs. Koehlinger seconded. Motion carried. Meeting adjourned.

PLEASE NOTE: BOARD MEETING WILL BE HELD AT THE WAYNEDALE BRANCH LIBRARY, 2200 LOWER HUNTINGTON ROAD (BETWEEN BLUFFTON ROAD AND BAER FIELD THRUWAY).

AGENDA

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
May 22, 1980, 3:00 p.m.
Meeting Room, Waynedale Branch Library
2200 Lower Huntington Road, Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the April 24, 1980 meeting and the May 8, 1980 special meeting.

3. Report of the Director.
   a. Main Library Addition progress.
   b. Report of the special committee on furniture purchase orders.
   c. A communication from the Allen County Genealogical Society.
   d. A communication from James Associates.
   e. Location of the June meeting.
   f. Other.

4. A report on Board member responsibilities. Mr. Fruechtenicht.

5. A report on plans for the Harrison and Washington parking lot. Mr. Coil.

6. Adoption of a resolution to advertise for bids for equipment for the video studio.

7. Approval of a proposed budget for the Library Building and Equipment Fund.

8. Approval of proposed agreements with Jankowski Associates.

9. Approval of change orders for the Main Library Addition.

10. Approval of the following salaried appointments:

    Elizabeth Schooley $17,500 (temporary appointment)

11. Approval of payment of the following bills:

Operating fund	$ 86,938.15
Library Building & Equipment Fund	159,048.08
Indiana State Employment Service	385.00
Indiana & Michigan Electric Co.	6,554.10

COUNTY PUBLIC LIBRARY
of Library Trustees
[illegible] 7:00 p.m.
[illegible]

2. Approval of the Minutes of the April 24, 1980 meeting and the May 8, 1980 special meeting.

3. Report of the director.
   a. Main Library Addition progress.
   b. Report of the special committee on furniture purchase orders.
   c. A communication from the Allen County Genealogical Society.
   d. A communication from Jones Associates.
   e. Possession of the June meeting.
   f. Other.

4. A report on Board member responsibilities. Mr. Trueschenicht.

5. A report on plans for the Harrison and Washington parking lot. Mr. Odil.

6. Adoption of a resol[illegible] for the video studio.

7. Approval of a proposed budget for the Library Building and Equipment [illegible]

8. Approval of proposed agreements with Jankowski Associates.

[illegible]

[illegible] Molev $17,500 (temporary appointment)

[illegible] t of the following bills:

[illegible] 245.00
[illegible] 534.10

12. Other Business.

13. Adjournment.

Following adjournment Dr. Ashton will present a brief discussion of several matters relating to the 1981 Library budget.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

MAY 22, 1980

The Board met in regular session in the meeting room of the Waynedale Branch Library at 3:00 p.m. on May 22, 1980. Members present: Mrs. Mary Koehlinger, Mr. Zohrab Tazian, Mrs. Lu Ann Beaman, Mrs. Patricia Vogel. Mrs. Koehlinger presided.

1. Adoption of the Agenda. Mrs. Beaman moved adoption. Mrs. Vogel seconded. Motion carried.

2. Approval of the minutes of the April 24, 1980 meeting and the May 8, 1980 special meeting. Mr. Tazian moved approval of the minutes as submitted. Mrs. Vogel seconded. Motion carried.

3. Report of the Director.

a. Main Library Addition progress. Mr. Vegeler reported no change. July or August opening is still predicted, but delays in furniture equipment deliveries may affect this date.

b. Report of the special committee on furniture purchase orders. Mr. Tazian reported that exact figures supplied by the architect had enabled the committee to approve the purchase orders discussed at the April 24 meeting.

c. A communication from the Allen County Genealogical Society and proposed reply were presented by Dr. Ashton.

d. A communication from James Associates and proposed reply were presented by Dr. Ashton.

e. Location of the June meeting. The meeting will be

held at the New Haven Branch Library, June 26, 1980, at 3:00 p.m.

f. Other. Dr. Ashton reported that he has received his temporary permit for Librarian I Certification. Mr. Vegeler reported that the Tecumseh Branch Library will hold a sidewalk book sale May 31 as part of a State Street merchants' event.

4. A report on Board member responsibilities. Mr. Fruechtenicht distributed copies of "Library Board Members' Powers, Duties and Authority," which he had extracted from the Indiana Code. A brief discussion followed.

5. A report on plans for the Harrison and Washington parking lot. Mr. Tazian made the report for Mr. Coil, who was not in attendance. Mr. Tazian recommended that no action be taken until the plans are in final form.

6. Adoption of a resolution to advertise for bids for equipment for the video studio. A copy of the Notice to Bidders was distributed to each Board member. Mr. Tazian moved approval of a resolution to advertise. Mrs. Vogel seconded. Motion carried.

7. Approval of a proposed budget for the Library Building and Equipment Fund. Mr. Tazian moved approval of the budget as proposed, with the following amendments: Planning services in the amount of $25,000 should be considered separately; Office furniture for departments in Addition temporarily reduced $17,000; Audiovisual equipment for meeting rooms postponed; Special equipment for blind and handicapped postponed. These changes brought the proposed budget total

[illegible] Haven Branch Library, June 7-, 197[illegible], at 7:00

[illegible] Mr. Anderson reported that he has received [illegible] permit for Libraryman I Certification. Mr. Vernelson [illegible]

report on Board member responsibilities. Mr. Tuscarbenloft distributed copies of "Library Board Members' Powers, Duties and Authority," which he had extracted from the Indiana Code. A brief discussion followed.

b. A report on plans for the Renovation and Maintenance [illegible] in attendance. Mr. Lantan recommended that no action be taken until the plans are in final form.

c. Adoption of a resolution to advertise for bids for equipment for the video studios. A copy of the notice to bidders was distributed to each Board member. Mr. Tuscan moved approval of a resolution to advertise. Mrs. Vogel seconded. Motion carried.

[illegible] of a proposed budget for the Library Buildings [illegible] Fund. Mr. Lantan moved approval of the budget as proposed, with the following amendments: Planning services in the amount of $25,000 should be considered separately; [illegible] for departments in Addition temporarily [illegible] $17,000. Authorized equipment [illegible] outside [illegible] bondsmen [illegible] These changes brought the proposed budget total

to $281,042. Mrs. Beaman seconded. Motion carried.

8. Approval of proposed agreements with Jankowski Associates. The first agreement is for space analysis, programming, planning, design, and consultation relating to the interior of the Main Library building. The agreement asks for an initial payment of $3,000. The entire work is to be billed at $30 per hour, total cost not to exceed $25,000. The second agreement is for design, construction documents, bidding, and construction supervision for the garage-shop building. Compensation for these services is set at $6,000. The Board approved the $6,000 agreement as part of the Library Building and Equipment Fund budget. After discussion of the larger agreement, Mrs.Vogel moved the matter be tabled until the next meeting. Mrs. Beaman seconded. Motion carried.

9. Approval of change orders for the Main Library Addition. Mr.Tazian moved approval of the change orders in the amount of $9,402. Mrs. Beaman seconded. Motion carried.

10. Approval of the following salaried appointment:

Elizabeth Schooley $17,500 (temporary appointment)

Mr. Tazian moved approval. Mrs. Vogel seconded. Motion carried.

11. Approval of payment of the following bills:

Operating fund	$ 86,938.15
Library Building and Equipment Fund	159,048.08
Indiana State Employment Service	385.00
Indiana & Michigan Electric Co.	6,554.10

12. Other business. None.

13. Adjournment. Mr. Tazian moved for adjournment. Mrs. Vogel seconded. Motion carried.

Following adjournment Dr. Ashton briefed the Board on procedures and schedules for the 1981 Budget.

to [illegible]. Mrs. Beaman seconds. Motion carried.

6. Approval of proposed agreements with Tuckaway Associates.

[illegible] agreement is for space analysis, programming, [illegible], design, and construction relating to the interior [illegible] the Main Library building. The agreement calls for an [illegible] payment of $2,000. The entire work is to be billed [illegible] per hour, total cost not to exceed $45,000. The [illegible]

Compensation for these services is set at $6,000. The board approved the $6,000 expenditure as part of the Library Building and Equipment Fund budget. After discussion of the larger agreement, Mrs. Vogel moved the matter be tabled until the [illegible]

7. Approval of change orders for the Main Library Addition. Mr. Tarian moved approval of the change orders in the amount of $2,412. Mrs. Beaman seconded. Motion carried.

8. Approval of the following salaried appointment:

[illegible]

Mr. Tarian moved approval. Mrs. Vogel seconded. Motion carried.

9. Approval of payment of the following bills:

[illegible]	$ 86,028.12
[illegible]	[illegible]
Tuckaway Tests Employment Services	355.00
Indiana & Michigan Electric Co.	6,354.10

[illegible] None.

[illegible] Tarian moved for adjournment. Mrs. Vogel [illegible]. Motion carried.

[illegible] action adjournment. Dr. [illegible] for the 1981 Budget.

LIBRARY BOARD MEMBERS' POWERS,
DUTIES AND AUTHORITY

The following information is taken from the Indiana Code and has been paraphrased and condensed for the sake of brevity.

I.C. 20-13-1-8. Three members of the Board shall be appointed by the circuit court judge for one, two and three year terms, one person being a woman. Two members shall be appointed by the county commissioners for a one and two year term, one of whom shall be a woman. Two members shall be appointed by the school board for a period of three and four years, one of whom shall be a woman.

All subsequent appointments shall be for four years. Any board member may be elected for three consecutive terms. A board member may be removed by the appointing authority, after public hearing, for any cause which interfers with the proper discharge of his duties or for which jeopardizes the public confidence in the member. An automatic vacancy shall occur whenever a board member is absent from six consecutive board meetings for any cause other than illness. All members of the board shall serve without compensation and none may be a paid employee of the library.

I.C. 20-13-1-9. Board members shall file their certificate of appointment with the records of the library. The board shall elect a president, vice-president, secretary and treasurer and shall draft and adopt by-laws for the board's procedure and management.

A majority of the members shall constitute a quorum, and the board shall meet at least monthly. Meetings may be called by the president or any two board members and all meetings of the board except necessary executive sessions shall be open to the public.

I.C. 20-13-1-17. The library Board shall have power to make all rules and regulations for the discharge of its responsibility and shall have power;

(a) To manage and conduct the library affairs and manage and insure all real and personal property.

(b) To establish and locate sufficient number of libraries, branch libraries or stations to serve the district within the resources available and provide suitable rooms, structures, facilities, furniture and apparatus necessary for the efficient management of such libraries.

(c) To acquire by purchase, lease or condemnation and to own and hold any land, real estate or interest therein for the use of the library.

(d) To sell, exchange or otherwise dispose of property both real and personal no longer needed for library purposes.

(e) To accept gifts of realty or personalty and to hold, use, mortgage, lease or sell such property as directed by the terms of the gift.

(f) To contract with other libraries or municipal corporations for the receipt or furnishing of library service.

(g) To provide for the purchase and loan of books and other media of communication, and for the dissemination of information to the citizens of the library district in any manner whatsoever.

(h) To issue bonds for the purchase of realty and for the purchase or construction and equipment of structures with furniture, fixtures, supplies and personal property necessary for the efficient management of a library.

(i) To employ and discharge librarians, janitors, engineers and such other persons, employees and agents as may be necessary in the administration of the affairs of the library and to fix and pay their salaries and compensation and fix their number and prescribe their duties. This should all be done with the advise and recommendations of the librarian or the assisant head of the library.

(j) To issue, when necessary, warrants or tax anticipation bonds of not more than one (1) year's duration, and to borrow upon a temporary loan upon the determination of the board so to do, any sum of money not to exceed fifty per cent (50%) of the uncollected anticipated taxes for the current year; to borrow money, to issue, negotiate and sell negotiable notes and bonds of the library board.

(k) To disburse according to law all monies for all library purposes.

(l) To establish a library improvement reserve fund.

(m) To invest excess funds in interest bearing securities of the United States or any security lawfully issued by any county, townships, city or other municipal corporation of the state of Indiana or deposit such funds in any national or state bank up to the limits of insurance protection.

(n) To authorize any member of the library board or any person in the employ of the library to be absent therefrom and to pay necessary hotel and board bills and transportation expenses.

(o) To make, amend and repeal by-laws and rules for its procedure and for the government and management of the libraries of the corporation and to fix the time of meetings.

(p) To appropriate funds necessary to provide membership of the library in state and national associations for the betterment and improvement of library operations.

I.C.20-13-1-22. The treasurer elected from the membership of the board shall be the custodian of all funds and securities of the library. The treasurer shall receive, have custody of, and be responsible for all money and securities of the library, and shall deposit all money in accordance with the provisions of the Public Depository Act. The treasurer shall disburse the funds of the library as authorized by the library board upon a warrant signed by the treasurer and counter-signed by the president and secretary of the library board. The treasurer shall make a finance report each month and shall present the same to the library board, the treasurer and any of the employees of the library board whom the board may deem necessary to be bonded shall give a corporate surety bond in an amount to be determined by the board for the faithful performance of duty and the proper accounting of all funds and securities which may come into his or their hands. The cost of such bonds, including the cost of filing and recording, shall be paid from the library operating fund.

RESOLUTION

WHEREAS, the Allen County Highway Department and the Board of County Commissioners of Allen County, Indiana are in the process of improving the roadway and bridge on the Antwerp Road in Section 28, Township 32 North, Range 14 East and,

WHEREAS the Allen County Highway Department and the Board of County Commissioners of Allen County, Indiana have requested that the Allen County Public Library convey a small parcel of land necessary for the right-of-way of the bridge construction on the Antwerp Road and also convey a temporary grant of right-of-way to allow access for the construction of said bridge, and,

WHEREAS, these facts have been fully explained to the Board of Trustees of the Allen County Public Library and duly considered by a quorum of said Board at its regular monthly meeting on April 24, 1980,

BE IT THEREFORE RESOLVED that the Allen County Public Library convey by warranty deed to the County of Allen, Indiana for One Dollar ($1.00) and other good and valuable consideration the following real estate in Allen County, to-wit:

Part of Lot Number 40, in the plat of Maysville (Harlan), Allen County, Indiana, being more particularly described as follows, to-wit:

Commencing at the Southwest corner of the Southwest Quarter of Section 28, Township 32 North, Range 14 East, thence East, on and along the South Section line, a distance of 1080.5 feet, to a point on the centerline of the Reichelderfer Ditch, said point being the point of beginning; thence Northwesterly, on and along said centerline of said ditch, a distance of 39.64 feet, to a point 35.0 feet North of said South line; thence East, parallel to and 35.0 feet North of said South line, a distance of 25.41 feet; thence Southeasterly, a distance of 44.59 feet, to a point 20.0 feet North of said South line; thence South, a distance of 20.0 feet to a point on the said South line; thence West, along said South line, a distance of 48.8 feet to the point of beginning, containing 0.04 acres, more or less.

BE IT FURTHER RESOLVED that the Board of Trustees of the Allen County Public Library convey a temporary grant of right-of-way to Allen County, Indiana to the following real estate in Allen County, State of Indiana, to-wit:

Part of Lot Number 40, in the plat of Maysville (Harlan), Allen County, Indiana, being more particularly described as follows, to-wit:

Commencing at the Southwest corner of the Southwest Quarter of Section 28, Township 32 North, Range 14 East, thence East, on and along the South Section line a distance of 1080.5 feet to a point on the center line of the Reichelderfer Ditch; thence Northwesterly, on and along said centerline of said ditch, a distance of 39.64 feet to the point of beginning, said point being 35.0 feet North of said South line; thence continuing Northwesterly, on and along said centerline, a distance of 37.47 feet, to a point being 68.08 feet North of said South line; thence Northeasterly, a distance of 38.88 feet to a point 85.0 feet North of said South line; thence Southeasterly, a distance of 82.01 feet, to a point 20.0 feet North of said South line; thence Northwesterly, a distance of 44.59 feet, to a point 35.0 feet North of said South line; thence West, on a line parallel to and 35.0 feet North of said South line, a distance of 25.41 feet, to a point on said centerline of said ditch, also being the point of beginning, containing 0.05 acres, more or less,

Provided, that this temporary right-of-way grant shall revert to the Allen County Public Library upon the completion of the highway improvement.

The above conveyance and grant of right-of-way is given in exchange for a curb cut and driveway entrance on the Antwerp Road to be contiguous to the parking lot to be constructed by the Allen County Public Library on the library premises.

May 19, 1980

To All Library Board Members

From Rick Ashton

Concerning: Preparations for the 1981 Budget

The Board of Library Trustees of the Allen County Public Library has authority and responsibility to adopt an annual budget for operation of the Library. To support this budget, the Board has authority and responsibility to raise a levy by taxation of real property, at rates which fall within the limits set by law and regulations of the State of Indiana. The local property tax is the Library's principal source of income. Other revenues, over which the Library Board has little or no influence, are received from the state intangibles tax on banks and other financial institutions, the automobile excise tax, appropriations by the General Assembly for direct aid to public libraries, and federal grants administered by the State Library.

The Library Board's actions on budgets, levies, and rates are subject to administrative review at several levels. The Local Government Property Tax Control Board, the Allen County Tax Adjustment Board, and the State Board of Tax Commissioners will review the work of the Library Board. All three bodies have authority to reduce budgets, levies, and rates, but none may increase budgets, levies, and rates beyond the levels proposed and advertised by the Library Board. The State Board of Tax Commissioners have final administrative authority over

All Library Board Members

from Eldon Ashton

Concerning: Preparations for the 1981 Budget

The Board of Library Trustees of the Allen County Public [illegible] the Board has authority and responsibility to raise a levy by taxation of real property, at rates which fall within the limits set by law and regulations of the State of Indiana.

[illegible] little or no influence, are received from the state intangible tax on banks and other financial institutions, the automobile excise tax, appropriations by the General Assembly for aid to public libraries, and federal grants administered [illegible].

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local budgets, levies, and rates. Their decisions may be contested in the courts.

Since 1973 all units of local government in Indiana have operated under a series of tax control packages adopted by the legislature. The present arrangement ties levies to local and statewide increases in the assessed valuation of real estate. For 1981 most units will receive a levy 4.56% greater than that which they received for 1980. This is equivalent to a 15% reduction in real income.

As a new unit which has not yet levied a tax upon real estate, the Allen County Public Library must go through a series of administrative procedures which will establish its 1981 levy. Tax levies in future years will depend on percentage increases above the 1981 levy. Therefore, the establishment of the 1981 levy is a matter of great importance for the Library. The procedure and timetable for this process are as follows:

May-June	Board and staff draft proposed budget, working in committees and as committee of the whole.
June 26	Library Board approves proposed budget, levy, and rate.
July 1	Local Government Property Tax Control Board (a state agency) receives proposed budget, levy, and rate.
July 25	Local Government Property Tax Control Board holds hearing in Indianapolis on proposed budget, levy, and rate. This hearing may last from 10 to 30 minutes.

levies, and rates. Their decisions may be [illegible] in the courts.

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[illegible] Board and staff draft proposed budget, working in committees and as committee of the whole.

June 25 Library Board approves proposed budget, levy, and rate. [illegible] by Tax Control Board (a state [illegible]) receives proposed budget, levy, and rate. [illegible] government [illegible] Indianapolis on proposed budget, levy, [illegible] hearing may last [illegible] minutes.

The Local Government Property Tax Control Board may act on the proposal immediately or take it under advisement. Because of time pressures, this hearing may be moved to an earlier date in July. The decisions made at this point are most important. Subsequent administrative actions will serve mainly to ratify the decisions of the Local Government Property Tax Control Board.

August 1 and 8 Library Board publishes advertisement of budget, levy, and rate in local newspapers.

August 21 Library Board holds public hearing on budget, levy, and rate.

August 28 Library Board adopts budget, levy, and rate.

August 29 Library Board files budget, levy, and rate with County Auditor.

September Allen County Tax Adjustment Board holds hearing in Fort Wayne on budget, levy, and rate. This board approves or reduces proposed figures.

September or early October Library Board holds a meeting if it wishes to appeal the decision of the Allen County Tax Adjustment Board to the State Board of Tax Commissioners.

November State Board of Tax Commissioners field representatives hold hearings in Fort Wayne.

December State Board of Tax Commissioners holds appeals hearings in Indianapolis.

December State Board of Tax Commissioners certifies budget, levy, and rate for 1981.

The Local Government Property Tax Control Board may act on the proposal immediately or take it under advisement. Because of time pressures, this [illegible] subsequent administrative actions will serve mainly to notify the decisions of the Local Government Property Tax Control Board.

August 1 and 8 Library Board publishes advertisement of budget, levy, and rate in local newspapers.

August 11 Library Board holds public hearing on budget, levy, [illegible]

August 21 Library Board votes budget, levy, and rate.

August 25 Library Board files budget, levy, and rate with [illegible]

September Allen County Tax Adjustment Board holds meeting in Fort Wayne on budget, levy, and rate. This board approves or reduces proposed figures.

September or early October Library Board holds a meeting if it wishes to appeal the decision of the Allen County Tax Adjustment Board to the State Board of Tax Commissioners.

[illegible] State Board of Tax Commissioners field representatives hold hearings in Fort Wayne.

[illegible] State Board of Tax Commissioners holds app[illegible] in Indianapolis.

[illegible] Tax Commissioners certifies budget, levy, and rate for 1971.

Allen County GENEALOGICAL SOCIETY of Indiana

P.O. Box ~~7008~~ 12003 Fort Wayne, IN ~~46807~~ 46862

May 12, 1980

Allen County Library Board
900 Webster
Fort Wayne, IN 46802

Dear Board Members:

I am writing this at the request of the Administrative Board of the Allen County Genealogical Society of Indiana. Our Society is concerned that adequate space be given to the Genealogy Department in the new library addition.

Several members of the Society have expressed concern that it is nearly impossible at times to obtain seating in the present facility. As taxpayers of Fort Wayne and Allen County, the Administrative Board would urge the Library Board to serve the needs of local taxpayers and provide generous space for the Genealogy Department, which we know is one of the best in the country.

Sincerely,

Timothy J. Singleton

Timothy J. Singleton
Corresponding Secretary, ACGSI

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

May 22, 1980

Mr. Timothy J. Singleton
Corresponding Secretary
Allen County Genealogical Society of Indiana
P.O. Box 12003
Fort Wayne, IN 46862

Dear Mr. Singleton:

Thank you for your letter of May 12.

The Reynolds Historic Genealogy Collection will occupy the entire top floor of the new wing of the Main Library. It will have about 14,500 square feet of floor space, as opposed to the present 9,800 square feet. There will be expanded seating capacity at work tables, new lounge seating, and a separate, darkened microtext reading area. The overall layout of the department will be a great improvement over the present space. We expect that the flow of people and library materials will be greatly improved.

We appreciate your concern and your support for this most popular area of library service.

Sincerely,

Mary Koehlinger
Vice President
Board of Library Trustees
Allen County Public Library

MK/ad

James Associates Architects & Engineers
~~24[illegible] Lagrange North Fort Wayne, Indiana 46805~~
Telephone 219 484 8525
Philip L. Hodge, A.I.A.

3111 Coliseum Boulevard East
Fort Wayne, Indiana 46805

May 16, 1980

Allen County Public Library
Board of Library Trustees
900 Webster
Fort Wayne, IN 46802

Gentlepersons:

Chuck Bragg of our firm has indicated to me that your Board is considering a feasibility study for future planning. We have considerable experience with feasibility studies and with library planning and would enjoy working with you very much.

James Associates is one of the largest architectural and engineering firms in Indiana. With a staff of 150, we offer a special depth of expertise and experience in nearly every phase of planning and engineering. Comprehensive services are provided in-house by our own people--including programming, land planning, feasibility studies, architectural design, structural engineering, mechanical engineering, electrical engineering, civil engineering, interior design and furnishings, cost estimating, construction inspection, and construction management. With this range of service available to you plus a staff of highly qualified people, I assure you that we will provide creative and reliable service for you. Included in this brochure is a list of related projects we have done, along with other miscellaneous information which should be of help in evaluating our professional capability.

We would appreciate the opportunity to meet with you and discuss in detail how we could be of assistance and how we would specifically develop your study including the depth, timetable and cost. Please advise me of a time that is convenient for you and I will be happy to be there.

In the meantime, if you should have a question about us or the information in this brochure, please call. We are enthusiastic about the possibility of working for you and are looking forward to hearing from you soon.

Yours very truly,

JAMES ASSOCIATES-FORT WAYNE, INC.

Philip L. Hodge, AIA

CFB:aw
Enclosures

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

ROBERT H. VEGELER
DIRECTOR

May 22, 1980

Mr. Philip L. Hodge
James Associates
3111 Coliseum Blvd. East
Fort Wayne, IN 46805

Dear Mr. Hodge:

Thank you for your letter of May 16 and the accompanying material.

When our long range planning effort reaches a stage where we need professional planning assistance, we will be happy to consider employing your firm.

We do not expect that our planning process will reach that stage for several months, but we will certainly keep you in mind.

Sincerely,

Mary Koehlinger
Vice President
Board of Library Trustees
Allen County Public Library

MK/ad

INDIANA LIBRARY CERTIFICATION BOARD
INDIANA STATE LIBRARY
140 N. SENATE AVENUE
INDIANAPOLIS 46204

May 15, 1980

Mr. Rick J. Ashton
4617 Calumet Ave.
Ft. Wayne, Indiana 46806

Dear Mr. Ashton:

The Indiana Library Certification Board is pleased to send your temporary Librarian I permit.

For your better understanding of the meaning of a temporary permit, we would like to say that such a permit is issued, with the consent of the library administration, to a person who does not fully meet the certification requirements for his position; that it covers only the particular position for which it is issued; and that it is valid for one year only.

If renewal of the permit becomes necessary, the request for renewal must be accompanied by a statement of progress made during the year toward meeting the qualifications for a permanent certificate, and plans to be agreed upon for meeting these qualifications fully. Renewal of a permit calls for the usual fee of two dollars.

The Board extends best wishes to you in your work.

Sincerely,

Charles Ray Ewick

Charles Ray Ewick
Executive Secretary

Library Certification Board:

Mr. Richard E. Flox, The Peabody Library, Columbia City, President
Mr. Ralph A. Van Handel, Wells Memorial Library, Lafayette
Mr. Charles Ray Ewick, Indiana State Library, Executive Secretary

CRE/MN/kaa

cc: Rev. George R. Mather, President
Allen Co. Public Library Board

Temporary Permit No. T 1142
Date: May 15, 1980

STATE OF INDIANA

LIBRARY CERTIFICATION BOARD

STATE LIBRARY, INDIANAPOLIS, INDIANA

TEMPORARY LIBRARY PERMIT

(VALID FOR ONE YEAR)

In accordance with the laws of the State of Indiana and the regulations of this Board Rick J. Ashton is granted a temporary library permit covering the position of Acting Librarian, Fort Wayne-Allen Co. Public Library. This permit is valid only through December 1, 1981.

Charles Ray Eurich

Executive Secretary

May 19, 1980

To All Library Board Members

From Rick Ashton

Concerning proposed agreements with Jankowski Associates:

At the May 22 Board meeting two proposed agreements with Jankowski Associates will be presented.

The first agreement is for space analysis, programming, planning, design, and consultation relating to the interior of the main library building. The agreement asks for an initial payment of $3,000. The entire work is to be billed at $30 per hour, total cost not to exceed $25,000.

The second agreement is for design , construction documents, bidding, and construction supervision for the garage-shop building. Compensation for these services is set at $6,000.

Mr. Fruechtenicht will have reviewed the agreements in detail before the May 22 meeting.

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The second agreement is for design , construction documents, bidding, and construction supervision for the garage-shop building. Compensation for these services is set at $6,000.

Mr. Trueblentwist will have reviewed the agreements in detail before the May 22 meeting.

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

May 22, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

FINES AND MISCELLANEOUS RECEIPTS

APRIL 1980

Main Library Fines		$2,444.24
Georgetown Branch Library	920.64	
Hessen Cassel Branch	355.57	
Little Turtle Branch	278.75	
Pontiac Branch	36.56	
Shawnee Branch	390.72	
Tecumseh Branch	158.90	
Waynedale Branch	271.10	
BW #4	32.50	2,444.74
Art & Recordings		353.10
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts		2,000.00
Copier Receipts		4,598.10
Paper Bag Receipts		30.00
Tom's Snack Foods Commission		14.13
Subscription Fees		120.00
Refund - Diebold Inc.		184.00
U. S. Treasury		19.73
Telephone Pay Station Commission		10.61
Reserve Postals		39.60
Books		355.28
Pamphlets		54.70
County Fines		152.55
		$14,240.78

APPROVED
Robert H. Vegeler
DIRECTOR

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

May 22, 1980

ROBERT H. VEGELER
DIRECTOR

To the Board of Library Trustees:

Robert H. Vegeler, Director

SUNDRY EXPENDITURES APRIL 16 - MAY 12, 1980

Apr.	16	Librarians expense (Nashville, In.)	214	26.79
		Postage	212	7.60
	17	Hauling trash	252	5.00
		Postage	212	.57
	18	Hauling trash	252	5.00
		Postage	212	4.69
		Librarians expense (Bloomington)	214	16.32
	21	Contact paper,pipe cleaners,streamers and tea sets	321	8.42
		Postage	212	22.18
	23	Hauling trash	252	5.00
		Postage	212	6.99
	25	Postage	212	2.45
	28	Postage	212	3.61
		Crayons	321	1.58
	29	Postage	212	2.01
	30	Librarians expense (Indpls.)	214	12.03
		Postage	212	2.95
May	1	Drainage assessment	241	3.00
		Postage	212	1.32
	2	Postage	212	3.58
	5	Hauling trash	252	5.00
		Postage	212	10.75
	6	Poster board & markers	321	1.60
		Postage	212	10.38
	7	Postage	212	8.73
	9	Postage	212	2.24
	12	Hauling trash	252	5.00
				$184.79

APPROVED
Robert H. Vegeler
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — May 22, 1980

C. W. Stockwell, Inc.	39 yards of fabric	1,872.00
Library Bureau Division of Mohawk Valley Community Corp.	Library shelving as specified by contract 4/23/79	97,113.05
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	460.00
McKay Electric Company, Inc.	Electric work on addition to the Fort Wayne Public Library	8,740.00
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel & Sons, Inc.	2,418.15
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	45,944.88
Fort Wayne National Bank, Escrow Agent	Retainage for Shambaugh & Son, Inc.	250.00
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	2,250.00
		$159,048.08

Mary Kuehlinger

Lillian Beaman

Patricia M. Vogel

Judith K. Tyson

APPROVED

Robert H. Lynch

DIRECTOR

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for furnishing and installing the audio-video equipment in the audio-video studio of the new addition of the main library building in Fort Wayne, Indiana until 3:00 P.M. EST, Thursday, June 26, 1980 in the public library facility at 435 Ann Street, New Haven, Indiana, at which time and place all bids will be opened publicly and read aloud. Bids received after such time will be returned unopened.

Each bid or proposal shall be accompanied by an acceptable certified or cashier's check, or an acceptable bidder's bond, payable to Treasurer, Allen County Public Library, in the amount of not less than five percent (5%) of the total bid price.

The contract documents, consisting of this notice and including the instructions to bidders, specifications and plans are a part hereof, and all bidders shall be deemed advised of the provisions thereof.

Copies of the contract documents, including plans and specifications, are on file in the office of the Director in the main library, Fort Wayne, Indiana. Copies of the plans and specifications may also be obtained from the offices of Klopf Audio/Video Company, 3381 Successful Way, Dayton, Ohio 45414.

Proposals of bids shall be properly and completely submitted on State Board of Accounts Form 96 with required drawings and documents, including a non-collusion affidavit, bearing signature(s) of authorized officers of firms making submissions.

Successful bidders will be required to furnish a properly executed performance bond with acceptable surety thereon in the amount of one hundred percent (100%) of each contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each contractor shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees Allen County Public Libra

May 29, June 5, 1980

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

JUNE 17, 1980

The Board met in executive session in the Board Room of the Main Library at 12:00 noon on June 17, 1980. Members present: Mr. George Mather, Mrs. Rae Gates, Mr. Alan McMahan, Mrs. Lu Ann Beaman, Mrs. Patricia Vogel, Mr. Zohrab Tazian. Mr. Mather presided.

The purpose of the meeting was to receive and act upon the report of the Compensation Committee concerning the salary portion of the 1981 Operating Budget.

Mr. Mather called upon Dr. Ashton to outline the process through which the Library's budget passes for approval. Dr. Ashton presented the following timetable:

May-June	Board and staff draft proposed budget.
June 26	Library Board approves proposed budget.
July 1	Local Government Tax Control Board (a state agency) receives proposed budget.
July 25	Local Government Tax Control Board holds hearing in Indianapolis on proposed budget. This hearing may last from 10 to 30 minutes. The Local Government Tax Control Board may act on the proposal immediately or take it under advisement. Because the Allen County Public Library is a new unit of local government, the decision made at this point is most important. It will set the budget and levy for 1981, and subsequent levy increases will proceed from this base. Subsequent administrative decisions

JUNE 17, 1980

The Board met in executive session in the Board Room of the Main Library at 12:00 noon on June 17, 1980.

Members present: Mr. George Mathew, Mr. Lee Gates, Mr. Mahan, Mrs. Ann Beaman, Mrs. Patricia Vogel, Mr. Norman [illegible]

The purpose of the meeting was to receive and act upon [illegible] salary portion of the 1981 Operating Budget.

Mr. Mathew called upon Mr. Ashton to outline the process [illegible]

Ashton presented the following timetable:

Mid-June	Board and staff draft proposed budget.
June 24	Library Board approves proposed budget.
July 1	Local Government Tax Control Board (a state agency) receives proposed budget.
July 15 to [illegible]	Local Government Tax Control Board holds hearing in Indianapolis on proposed budget. This hearing [illegible] County Public Library is a new unit of local government, the decision made at this point is most important. It will set the budget and levy for 1981, [illegible] administrative decisions

will serve mainly to ratify the decision of the Local Government Tax Control Board.

August 1 and 8 Library Board publishes advertisement of budget, levy, and rate in local newspapers

August 21 Library Board holds public hearing on budget, levy, and rate.

August 28 Library Board adopts budget, levy, and rate.

August 29 Library Board files budget, levy, and rate with County Auditor.

September Allen County Tax Adjustment Board holds hearing in Fort Wayne on budget, levy, and rate. This board approves or reduces figures adopted by Library Board.

September or early October. Library Board holds a meeting if it wishes to appeal the decision of the Allen County Tax Adjustment Board to the State Board of Tax Commissioners.

November State Board of Tax Commissioners field representatives hold hearings in Fort Wayne.

December State Board of Tax Commissioners holds appeals hearings in Indianapolis.

December State Board of Tax Commissioners approves and certifies budget, levy, and rate for 1981.

Mr. Mather called upon Mr. McMahan, Chairman of the Compensation Committee, for a report and recommendation. After discussion of the personnel portion of the proposed budget, Mr. McMahan moved that the Board adopt a budget total of $2,121,398 for combined lines 110, 121, 122, and 130,

and that this amount be understood to include both present employees' salaries and additional salaries funded from non-tax sources of $13,000 for parking lot attendants and $36,550 for video studio staff. Mrs. Vogel seconded the motion. Motion carried.

Mr. Mather called for a motion for adjournment. Mr. McMahan moved for adjournment. Mrs. Vogel seconded. Motion carried.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

17 June 1980

To All Library Board Members and All Media

From Rick Ashton Rick J. Ashton

Subject: Change of Board meeting date

The June meeting of the Board of Library Trustees of the Allen County Public Library will be held in the New Haven Branch Library, 435 Ann Street, New Haven, Indiana, on WEDNESDAY, 25 JUNE 1980, at 3:00 p.m. Please plan to attend. The Agenda and other materials will be distributed in advance of the meeting.

PLEASE NOTE: BOARD MEETING WILL BE HELD AT THE NEW HAVEN BRANCH LIBRARY,

435 ANN STREET, NEW HAVEN, INDIANA.

AGENDA

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
June 25, 1980, 3:00 p.m.
New Haven Branch Library
435 Ann Street, New Haven, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the May 22, 1980 meeting and the June 17, 1980 executive session meeting.

3. Report of the Director.
   a. Emergency closing June 11, 1980.
   b. Main Library Addition progress.
   c. Location of July 24, 1980 Board meeting - Main Library
   d. Other.

4. Approval of plans for the Harrison-Washington parking lot. Mr. Coil.

5. Approval of agreement with Jankowski Associates for planning services, (tabled at the May 22nd meeting).

6. Approval of change in the Library's agreement with Thomas E. Fruechtenicht.

7. Preliminary approval of 1981 Operating Budget and Bond and Interest Redemption Fund Budget for submission to the Local Government Tax Control Board.

8. Decision on zoning appeal for the garage-shop building.

9. Decision on opening of bids and awarding of contract for video studio equipment.

10. Appointment of Rick Ashton as the Library's representative on the Tri-Alsa Board.

11. Approval of change orders for the Main Library Addition in the amount of $1489.

12. Approval of payment of the following bills:

Operating fund	$98,799.06
Library Building & Equipment Fund	72,911.92
Bond & Interest Redemption Fund	289,826.98
Gift Fund	520.00
Indiana & Michigan Electric Co.	5,910.95
Indiana State Employment Service	290.00
United Parcel Service	50.00

13. Other business.

14. Adjournment.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

June 20, 1980

To All Library Board Members

From Rick Ashton Rick J. Ashton

The enclosed materials will help you prepare for the Library Board meeting on WEDNESDAY, June 25, 1980, at 3:00 p.m. at the New Haven Branch Library, 435 Ann Street, New Haven.

1. Agenda.
2. Minutes of the May 22 regular meeting and June 17 special meeting.
3. Article 17 of the proposed contract with Jankowski Associates.
4. Proposed 1981 Operating Budget, Second Draft.
5. Proposed Job and Salary Classification, Second Draft.
6. Bills and other financial reports.

I look forward to seeing you next Wednesday.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

JUNE 25, 1980

The Board met in regular session in the basement of the New Haven Branch Library at 3:00 p.m. on June 25, 1980. Members present: Mr. George Mather, Mrs. Mary Koehlinger, Mrs. Patricia Vogel, Mrs. Rae Gates, and Mr. Alan McMahan. Mr. Mather presided.

1. Adoption of the Agenda. Mrs. Koehlinger moved adoption. Mr. McMahan seconded. Motion carried.

2. Approval of the minutes of the May 22, 1980 meeting and the June 17, 1980 executive session meeting. Mr. McMahan moved approval of the minutes as submitted. Mrs. Gates seconded. Motion carried.

3. Report of the Director. The Board welcomed our new Director for his first meeting. Dr. Ashton reported on the following matters:

a. Emergency closing June 11, 1980. A broken water main necessitated closing the Main Library from 2:30 p.m. to 9:00 p.m. As this was the second such event in a few months, he authorized replacement of the water main from the building to the street on Sunday, June 15, at a cost of $4100.

b. Main Library Addition progress. As the building is nearing completion, Dr. Ashton suggested the Board take a tour of the addition after the next Board meeting.

c. Location of July 24, 1980 Board meeting. The meeting will be held at the Main Library, July 24, 1980 at 3:00 p.m. Mrs. Koehlinger will preside.

d. Other. Setting a date for the public hearing on the 1981 budgets. Mr. McMahan moved that August 21 at 3:00 p.m. be the date for the public hearing on the budgets. Mrs. Vogel seconded. Motion carried.

MINUTES

[illegible] BOARD OF [illegible] PUBLIC LIBRARY

JUNE 25, 1980

The Board met in regular session in the basement of the New Haven Branch Library at 3:00 p.m. on June 25, 1980. Members present: Mr. George [illegible], Mrs. Josephine Loeffler, Mrs. Patricia Vogel, Mrs. Ann Ortes, and [illegible].

Absence of the Agenda. Mrs. Rosenberger moved adoption. Mr. Mehlhorn [illegible].

2. Approval of the minutes of the May 22, 1980 meeting and the June 17, 1980 [illegible].

3. Report of the Director. The Board welcomed our new Director for his [illegible].

closing the Main Library from 2:30 p.m. to 7:00 p.m. A side was the second such event in a few months, he mentioned recalcitrant of the water main [illegible].

b. Main Library Addition progress. As the building is nearing completion [illegible].

c. Location of July 24, 1980 Board meeting. The meeting will be held [illegible].

[illegible] date for the public hearing on the 1981 budget. [illegible] moved that August 21 at 3:00 p.m. be the date for the public [illegible] on the budget. [illegible] seconded. [illegible].

4. Approval of plans for the Harrison-Washington parking lot. Mr. Coil presented plans for the demolition of buildings and signs, paving, marking, and building a booth. Dr. Ashton asked the Board to authorize advertising for the demolition and paving. Mrs. Gates moved to approve in principle the plans for the demolition and paving of the parking lot at Washington and Harrison Streets for advertising, giving the Director authority to alter the striping plan and location of the booth. Mrs. Vogel seconded. Motion carried.

5. Approval of agreement with Jankowski Associates for planning services (tabled at the May 22nd meeting). The agreement asks for an initial payment of $3,000. The entire work is to be billed at $30 per hour, total cost not to exceed $25,000. After Mr. Jankowski indicated that the services would be completed without exceeding the maximum fee, Mrs. Vogel moved approval of the agreement. Mrs. Gates seconded. Motion carried.

6. Preliminary approval of 1981 Operating Budget and Bond and Interest Redemption Fund Budget for submission to the Local Government Tax Control Board. Mr. McMahan moved to affirm the proposed operating budget for approval as submitted. Mrs. Koehlinger seconded. Motion carried.

Mr. Mather asked Dr. Ashton to explain the route that the budget follows. Dr. Ashton summarized as follows:

July 1	Submission of Budgets to Local Government Tax Control Board with explanation of budgeted items.
July 25	Hearing by Local Government Tax Control Board (a state agency), which will set maximum budget and levy.
August 1	Advertisement of proposed Budgets and of public hearing.
August 21	Public hearing conducted by Library Board in Fort Wayne (not an official Board meeting).
August 28	Adoption of Budgets by Library Board.
August 29	Submission of Budgets to County Auditor.

[illegible] parking lot. Mr. Gail [illegible]

demolition and paving. Mrs. Gates moved to express in minutes [illegible] for the demolition and paving of the parking lot at Warrington and [illegible] directs or alternative, giving the Director authority to [illegible] the minutes plan and location of the booth. Mrs. Vogel seconded. [illegible] carried.

5. Approval of agreement with Lardowski Associates for planning services (tabled at the July 22nd meeting). The agreement asks for an initial payment of $3,000. The entire work is to be billed at $25 per hour, total cost not to exceed $[illegible]. After Mr. Lardowski indicated that the [illegible] level approval of the agreement. Mrs. [illegible] seconded. Motion carried.

[illegible] Information Fund Report for submission to the Local Government Tax Control Board. Mr. Worden moved to affirm the proposed operating budget for approval as submitted. Mrs. Koerlinger seconded. Motion carried.

Mr. Walker asked Dr. Ashton to explain the notes that the budget follows.

[illegible]

with explanation of budgeted items.

[illegible]

[illegible] agreement of proposed Budgets and of public hearing.

[illegible] adopted by Library Board in Mont Alpine (not [illegible]).

[illegible] by Library Board.

[illegible] to County Auditor.

September Hearing by Allen County Tax Adjustment Board in Fort Wayne.

November Field hearing by State Board of Tax Commissioners representatives in Fort Wayne.

December Approval by State Board of Tax Commissioners.

Mr. McMahan moved that the Board empower the Director with negotiating latitude in dealing with these agencies. Mrs. Gates seconded. Motion carried.

Mr. McMahan moved the adoption of the proposed Bond and Interest Redemption Fund Budget. Mrs. Vogel seconded. Motion carried.

7. Decision on zoning appeal for the garage-shop building. Dr. Ashton reported that the Little Turtle branch site has room to accommodate the 2,000 square foot garage and carpentry shop. The site is now zoned B-1 and would require a B-3. Mr. McMahan moved that the Board authorize its attorney to file a motion with the appropriate body for a zoning variance. Mrs. Vogel seconded. Motion carried.

8. Decision on opening of bids and awarding of contract for video studio equipment. Mrs. Vogel moved the Board authorize the Director and a witness to open the bids in public on June 26 as advertised and refer them to consultants for reporting back to the Board. Mrs. Gates seconded. Motion carried.

9. Appointment of Rick Ashton as the Library's representative on the Tri-ALSA Board. Mr. McMahan moved approval. Mrs. Koehlinger seconded. Motion carried.

10. Approval of change orders for the Main Library Addition in the amount of $1489. Mr. McMahan moved approval of the change orders for McKay Electric in the amount of $1,489. Mrs. Koehlinger seconded. Motion carried.

11. Approval of payment of the following bills:

Operating Fund	$98,799.06
Library Building & Equipment Fund	72,911.92
Bond & Interest Redemption Fund	289,826.98

[illegible] to deal with there a while. Mrs. Burns accepted. Motion carried.

[illegible] on an [illegible] for the [illegible] building. Mr. Ashton [illegible] that the Little Tunbridge Branch also was soon to become the 2.00 income foot stamps and currently shop. The site is now worth $-1 and would require a bid. Mr. McGlynn moved that the Board authorize his attorney to file a motion with the appropriate body for a zoning variance.

[illegible] to open the bids in public on June 2 - as advertised and refer them to committee [illegible]

9. Appointment of Mark Ashton as the Library's representative on the Tuttle [illegible]

10. Approval of change orders for the Tuttle Library Addition in the amount [illegible]. Mr. McGlynn moved approval of the change orders for Kelly [illegible]

Operation Fund	[illegible]
Library Building & Equipment Fund	72,[illegible].20
Bond & Interest Redemption Fund	240,[illegible].00

Gift Fund	520.00
Indiana & Michigan Electric Co.	5,910.95
Indiana State Employment Service	290.00
United Parcel Service	50.00

Mrs. Vogel moved the bills be approved for payment. Mrs. Gates seconded.

Motion carried.

12. Other business. None.

13. Adjournment. Mrs. Koehlinger moved adjournment. Mrs. Gates seconded.

Motion carried.

ARTICLE 17

OTHER CONDITIONS OR SERVICES

The services performed under this contract, at the direction of the Director of the Library, shall be provided in order to accomplish the following tasks:

1. Preparation of an Interior Master Plan for the entire building include:
   A. The reallocation of space and major circulation paths brought about by the opening of the new addition and changing programatic requirements.
   B. Detailed Floor Plans, Furnishing layouts, and Interior Design concepts for the first and second floors, and the Government Documents Department.

2. Selection, Specification and ordering of Furnishings for the new addition and those departments directly affected by the opening of the new addition.

3. Design, detail and specify a signage system for the two upper floors, and the Government Documents area.

4. Preparation of a moving plan for those departments affected by the move to the new wing.

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© 1977 • ASID® • THE AMERICAN SOCIETY OF INTERIOR DESIGNERS, 730 FIFTH AVENUE, NEW YORK, NEW YORK 10019

APPOINTMENT TO ALSA BOARD OF DIRECTORS

At a meeting of the board of directors of the Allen County Public Library, held 25 June, 1980, Rick J. Ashton (name of director) was duly appointed a director to the Tri-ALSA Area Library Services Authority, representing our library.

Signed [illegible], Secretary

Dated 25 June 1980 Allen County Public Library

(Note: After the initial appointment of one, two, or three years, all subsequent appointments shall be for three years. Appointments to fill vacancies created by death, resignation or otherwise shall be for the unexpired term only. LSA Act, Section 6)

APPOINTMENT TO ALSA BOARD OF DIRECTORS

At a meeting of the board of directors of the Allen County Public Library, held 25 June, 1980, Rick J. Ashton (name of director) was duly appointed a director of the Tri-ALSA Area Library Services Authority, representing our library.

Signed [illegible], Secretary

Dated 25 June Allen County Public Library

(Note: After the initial appointment of one, two, or three years, all subsequent appointments shall be for three years. Appointments to fill vacancies created by death, resignation or otherwise shall be for the unexpired term only. LSA Act, Section 6)

ALLEN COUNTY PUBLIC LIBRARY
PROPOSED JOB AND SALARY CLASSIFICATION
SECOND DRAFT
ADOPTED IN PRINCIPLE AT BOARD EXECUTIVE SESSION
17 JUNE 1980

Grade	Education	Typical Duties	Typical Title	1980 FTE	Average 1980 Salary	Proposed Average 1981 Salary
I	8th Grade	Shelving books	Page	13	3.07/hr	3.35/hr
II	H.S.or equiv.	Checking out books	Desk Attendant	37	7993	8400
		Cleaning	Custodian			
		Sorting	Clerk			
		Processing	Clerk			
		Security	Guard			
III	H.S. or equiv.	Typing, filing	Overdues clerk	48	7696	9,000
		General branch work	Branch assistant			
			Cataloging clerk			
			Messenger			
IV	Some college or equiv.	Clerical supervision	Head, overdues	9	9220	10,500
			Operator			
		Mechanical maint.	Mechanic			
		Switchboard	Operator			
		Automated typing	Typist			
		Financial clerical	Business Office Clerk			
V	B.A. or equiv.	Reader services	Library assistant	33	9825	11,250
		Bookmobile	Operator			
		Manage small branch	Branch manager			
		Routine cataloging	Assistant			
		Skilled secretarial	Secretary			
		Audiovisual record-keeping				
VI	M.L.S.or equiv.	Cataloging	Cataloger	15	12,661	15,650 ave. 14,300-17,000
		Reference	Librarian			
		Collection devel.				
		Reader services				
VII	M.L.S.or equiv.	Management of department or large branch	Department head	16	15,294	19,000 ave. 17,000-21,800
			Branch librarian			
		Maintenance	Building engineer			

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

RICK J. ASHTON
ASSISTANT DIRECTOR

VIII	M.L.S. or equiv.	Management of major function	Personnel Manager Business Manager Technical Services Manager Support Services Manager* Public Services Manager**	20,500	27,175 ave. 26,700-30,000
IX	M.L.S. Ph.D.	General management	Director	29,500	37,000

*New position for 1981.

**New position for 1981, replaces previous Assistant Director position.

THE PUBLIC LIBRARY
OF
FORT WAYNE AND ALLEN COUNTY
900 WEBSTER STREET
FORT WAYNE, INDIANA 46802
(219) 424-7241

RICK J. ASHTON
ASSISTANT DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

June 26, 1980

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

MAY 1980

Main Library Fines		2,502.46
Georgetown Branch Library	825.92	
Hessen Cassel Branch	342.14	
Little Turtle Branch	311.65	
Pontiac Branch	24.10	
Shawnee Branch	354.61	
Tecumseh Branch	162.80	
Waynedale Branch	227.11	2,248.33
Art & Recordings		397.17
Rent (Hunter - Annex)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Schuman's IGA)		120.00
Parking Lot Receipts		2,000.00
Copier Receipts		3,336.77
Tom's Snack Foods Commission		9.15
Subscription Fees		80.00
Re-imbursed Telephone Calls		1.66
Paper Bag Receipts		24.00
Telephone Pay Station Commission		14.28
Tecumseh Branch Book Sale		139.02
Butler Paper Company Refund		55.70
Reserve Postals		34.70
Books		226.12
Pamphlets		31.67
County Fines		193.99
		$12,715.02

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

June 26, 1980

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES MAY 13 - JUNE 15, 1980

May 13	Postage	212	.75
	Hauling trash	252	5.00
14	Postage	212	6.94
15	Postage	212	.23
16	Librarians expense (Decatur)	214	4.16
	Postage	212	1.31
19	Postage	212	12.83
20	Postage	212	1.15
21	Postage	212	1.53
22	Postage	212	2.89
	Pamphlets	731	9.80
23	Postage	212	1.33
27	Postage	212	.97
	Gasoline	215	5.00
28	Postage	212	3.78
	Hauling trash	252	5.00
29	Postage	212	1.81
30	Postage	212	.79
	Maps	731	4.16
June 2	Postage	212	10.09
3	Postage	212	4.28
4	Postage	212	2.69
	Hauling Trash	252	5.00
	Hauling trash	252	5.00
5	Postage	212	1.86
6	Postage	212	4.70
9	Postage	212	.63
	Hauling trash	252	5.00
10	Postage	212	.46
	Hauling trash	252	5.00
11	Postage	212	.40
	Pamphlets	731	3.55
12	Postage	212	1.13
13	Postage	212	5.24
	Hauling trash	252	5.00
			$129.46

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills June 26, 1980

Fort Wayne National Bank	Bonds and coupons due July 1, 1980	$166,002.50
Lincoln National Bank & Trust Company	Bonds and coupons due July 1, 1980	123,824.48
		$289,826.98

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills June 25, 1980

Fort Wayne Newspapers, Inc.	Publication of Legal Notice for audio-video studio	36.92
Jankowski Associates Architects	Architectural services	5,495.00
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	1,320.00
McKay Electric Company, Inc.	Electric work on addition to the Fort Wayne Public Library	25,080.00
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel & Sons, Inc.	1,831.00
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	34,789.00
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	4,360.00
		$72,911.92

APPROVED
Kelle J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills June 25, 1980

Wico Television Service Center RCA Color TV $520.00

Dean McMahan

Rae Nate

Mary Koeblerger

Elmer M. Fogel

APPROVED

Robert J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY
COMPARATIVE FIGURES FOR PROPOSED 1981 OPERATING BUDGET
SECOND DRAFT FOR 25 JUNE 1980 BOARD MEETING

	1980	1981	CHANGE
110 SALARY OF LIBRARIAN	30,000.00		
120 SALARY OF ASSISTANTS			
121 REGULAR ASSISTANTS	1,262,000.00	2,121,398	+379,398
122 SUBSTITUTE AND PART TIME	234,000.00		
130 WAGES OF JANITORS	216,000.00		
140 OTHER COMPENSATION			
141 TECHNICAL AND PROFESSIONAL	11,000.00	13,000	+ 2,000
142 EMPLOYER PARTICIPATION IN GROUP INSURANCE	77,000.00	82,000	+ 5,000
TOTAL	1,830,000.00	2,216,398	+386,398
200 S E R V I C E S C O N T R A C T U A L			
210 COMMUNICATION AND TRANSPORTATION			
211 FREIGHT, EXPRESS AND DRAYAGE	900.00	900	0
212 POSTAGE	14,500.00	14,500	0
213 TELEPHONE TOLLS AND TELEGRAMS	21,000.00	24,250	+ 3,250
214 PROFESSIONAL MEETINGS	4,000.00	4,000	0
215 GASOLINE AND OIL	14,000.00	15,500	+ 1,500
216 OTHER TRANSPORTATION EXPENSE	3,000.00	3,000	0
220 HEAT, LIGHT, POWER AND WATER			
221 ELECTRIC CURRENT	177,000.00	192,000	+ 15,000
224 WATER	6,100.00	4,700	− 1,400
225 SEWER	5,000.00	3,000	− 2,000
230 PRINTING AND ADVERTISING			
231 ADVERTISING AND PUBLICATION OF NOTICES	750.00	750	0
232 PRINTING, OTHER THAN OFFICE SUPPLIES	75.00	75	0
240 REPAIRS			
241 BUILDINGS AND STRUCTURES	80,000.00	65,000	− 15,000
242 EQUIPMENT	20,000.00	20,000	0
243 REBINDING AND REPAIR OF BOOKS	75,000.00	65,000	− 10,000
250 SERVICES, OTHER CONTRACTUAL			
252 LABOR	5,550.00	5,550	0
253 RENTAL ON EQUIPMENT	32,000.00	35,000	+ 3,000
256 SERVICE ON MECHANICAL EQUIPMENT	40,000.00	48,000	+ 8,000
257 EXPENSE DEVELOPING MICROFILM	1,000.00	1,500	+ 500
TOTAL	499,875.00	502,725	+ 2,850
300 S U P P L I E S			
310 OFFICE SUPPLIES			
311 OFFICIAL RECORDS	150.00	200	50
312 STATIONARY AND PRINTING	12,000.00	12,000	0
313 OTHER OFFICE SUPPLIES	5,000.00	5,000	0

ALLEN COUNTY PUBLIC LIBRARY
COMPARATIVE FIGURES FOR PROPOSED 1981 OPERATING BUDGET
SECOND DRAFT FOR 25 JUNE 1980 BOARD MEETING

	1980	1981	CHANGE
110 SALARY OF LIBRARIAN	30,000.00		
120 SALARY OF ASSISTANTS			
121 REGULAR ASSISTANTS	1,262,000.00	2,121,398	+379,398
122 SUBSTITUTE AND PART TIME	234,000.00		
130 WAGES OF JANITORS	216,000.00		
140 OTHER COMPENSATION			
141 TECHNICAL AND PROFESSIONAL	11,000.00	13,000	+ 2,000
142 EMPLOYER PARTICIPATION IN GROUP INSURANCE	77,000.00	82,000	+ 5,000
TOTAL	1,830,000.00	2,216,398	+386,398
200 S E R V I C E S C O N T R A C T U A L			
210 COMMUNICATION AND TRANSPORTATION			
211 FREIGHT, EXPRESS AND DRAYAGE	900.00	900	0
212 POSTAGE	14,500.00	14,500	0
213 TELEPHONE TOLLS AND TELEGRAMS	21,000.00	24,250	+ 3,250
214 PROFESSIONAL MEETINGS	4,000.00	4,000	0
215 GASOLINE AND OIL	14,000.00	15,500	+ 1,500
216 OTHER TRANSPORTATION EXPENSE	3,000.00	3,000	0
220 HEAT, LIGHT, POWER AND WATER			
221 ELECTRIC CURRENT	177,000.00	192,000	+ 15,000
224 WATER	6,100.00	4,700	− 1,400
225 SEWER	5,000.00	3,000	− 2,000
230 PRINTING AND ADVERTISING			
231 ADVERTISING AND PUBLICATION OF NOTICES	750.00	750	0
232 PRINTING, OTHER THAN OFFICE SUPPLIES	75.00	75	0
240 REPAIRS			
241 BUILDINGS AND STRUCTURES	80,000.00	65,000	− 15,000
242 EQUIPMENT	20,000.00	20,000	0
243 REBINDING AND REPAIR OF BOOKS	75,000.00	65,000	− 10,000
250 SERVICES, OTHER CONTRACTUAL			
252 LABOR	5,550.00	5,550	0
253 RENTAL ON EQUIPMENT	32,000.00	35,000	+ 3,000
256 SERVICE ON MECHANICAL EQUIPMENT	40,000.00	48,000	+ 8,000
257 EXPENSE DEVELOPING MICROFILM	1,000.00	1,500	+ 500
TOTAL	499,875.00	502,725	+ 2,850
300 S U P P L I E S			
310 OFFICE SUPPLIES			
311 OFFICIAL RECORDS	150.00	200	50
312 STATIONARY AND PRINTING	12,000.00	12,000	0
313 OTHER OFFICE SUPPLIES	5,000.00	5,000	0
320 OTHER SUPPLIES			
321 OTHER LIBRARY SUPPLIES	37,500.00	37,500	0
322 JANITORS SUPPLIES	16,500.00	18,200	+1,700
323 PHOTOGRAPHY SUPPLIES	4,000.00	4,200	+ 200
330 COAL, FUEL OIL AND GAS	100,000.00	104,000	+4,000
TOTAL	175,150.00	181,100	+5,950
400 M A T E R I A L			
440 GENERAL			
441 MATERIALS AND PARTS FOR EQUIPMENT	7,000.00	7,000	0
442 OTHER GENERAL MATERIALS	4,000.00	4,000	0
TOTAL	11,000.00	11,000	0
500 C U R R E N T C H A R G E S			
510 INSURANCE AND BOND PREMIUMS	38,000.00	44,000	+ 6,000
520 RENTS	20,000.00	20,000	0
540 DUES	3,500.00	4,000	+ 500
550 EMPLOYERS CONTRIBUTION, RETIREMENT, O.A.S.I.	157,870.00	204,715	+ 46,845
560 TRANSFER TO IMPROVEMENT RESERVE FUND	40,000.00	100,000	+60,000
580 UNEMPLOYMENT TAX	18,000.00	8,000	−10,000
TOTAL	277,370.00	380,715	+103,345
600 C U R R E N T O B L I G A T I O N S			
620 INTEREST	25,000.00	26,000	+ 1,000
TOTAL	25,000.00	26,000	+ 1,000
700 P R O P E R T I E S			
720 EQUIPMENT			
721 FURNITURE	5,000.00	7,000	+ 2,000
722 OFFICE	5,000.00	5,500	+ 500
723 CARS	14,000.00	14,000	0
724 OTHER EQUIPMENT	18,000.00	22,000	+ 4,000
730 BOOKS, PERIODICALS, NEWSPAPERS, AUDIO-VISUAL MTRL	610,000.00	685,000	+ 75,000
TOTAL	652,000.00	733,500	+81,500
GRAND TOTAL	3,470,395.00	4,051,438	+581,043

320 OTHER SUPPLIES			
321 OTHER LIBRARY SUPPLIES	37,500.00	37,500	0
322 JANITORS SUPPLIES	[illegible]	18,200	+1,700
323 PHOTOGRAPHY SUPPLIES	4,000.00	4,200	+ 200
330 COAL, FUEL OIL AND GAS	100,000.00	104,000	+4,000
TOTAL	175,150.00	181,100	+5,950
400 M A T E R I A L			
440 GENERAL			
441 MATERIALS AND PARTS FOR EQUIPMENT	7,000.00	7,000	0
442 OTHER GENERAL MATERIALS	4,000.00	4,000	0
TOTAL	11,000.00	11,000	0
500 C U R R E N T C H A R G E S			
510 INSURANCE AND BOND PREMIUMS	38,000.00	44,000	+ 6,000
520 RENTS	20,000.00	20,000	0
540 DUES	3,500.00	4,000	+ 500
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TOTAL	277,370.00	380,715	+103,345
600 C U R R E N T O B L I G A T I O N S			
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TOTAL	25,000.00	26,000	+ 1,000
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720 EQUIPMENT			
721 FURNITURE	5,000.00	7,000	+ 2,000
722 OFFICE	5,000.00	5,500	+ 500
723 CARS	14,000.00	14,000	0
724 OTHER EQUIPMENT	18,000.00	22,000	+ 4,000
730 BOOKS, PERIODICALS, NEWSPAPERS, AUDIO-VISUAL MTRL	610,000.00	685,000	+ 75,000
TOTAL	652,000.00	733,500	+81,500
GRAND TOTAL	3,470,395.00	4,051,438	+581,043

ALLEN COUNTY PUBLIC LIBRARY
PROPOSED JOB AND SALARY CLASSIFICATION FOR 1981
SECOND DRAFT
ADOPTED IN PRINCIPLE AT BOARD EXECUTIVE SESSION
17 JUNE 1980

The salary figures in this document are preliminary figures for purposes of budget preparation. They do not represent fixed salaries for any individual employee or class of employees. Salaries and salary classifications will be set definitively in the fall of 1980, after approved budget figures are available.

INCOME FOR 1981 BUDGETS

OPERATING FUND

Intangibles Tax on Banks & S&Ls	$ 47,694
Auto Excise Tax	336,583
Fines and Miscellaneous	140,891
Rent	5,040
Harrison-Washington Parking Lot	50,000
Payments from Fort Wayne Cablevision	31,700
Sale of Annex Building	60,000
Total Miscellaneous	671,908
Local Tax Levy	3,379,530
Total	4,051,438

BOND AND INTEREST REDEMPTION FUND

Intangibles Tax on Banks & S&Ls	13,890
Auto Excise Tax	62,600
Total Miscellaneous	76,490
Local Tax Levy	508,272
Total	584,672

TAX RATES FOR 1981 BUDGETS

UNIT	1980 Op.	1980 Bond	1980 Total	1981 Op.	1981 Bond	1981 Total
Fort Wayne Public Library	.2633	.0715	.3348	.0000	.0000	.0000
Allen County Contractual Library	.1542	.0000	.1542	.0000	.0000	.0000
Allen County Public Library	.0000	.0000	.0000	.2626	.0395	.3021

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

17 July 1980

To All Library Board Members

From Rick Ashton Rick J. Ashton

The enclosed materials will help you prepare for the Library Board meeting on Thursday, July 24, 1980, at 3:00 p.m. at the Main Library, 900 Webster St., Ft. Wayne.

1. Agenda.
2. Minutes of the June 25 meeting.
3. Insurance proposals from Lupke-Rice Associates.
4. Copy of a letter from Burger Chef Restaurants.
5. Copy of a letter from Fort Wayne Newspapers, Inc.
6. Bills and other financial reports.
7. Summary report of the White House Conference on Library and Information Services.

I look forward to seeing you next Thursday.

RJA/dno'n

AGENDA

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
July 24, 1980, 3:00 p.m.
Main Library
900 Webster St., Ft. Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the June 25, 1980 meeting.

3. Report of the Director.
   a. Main Library Addition progress.
   b. Local Government Tax Control Board hearing.
   c. Six-month financial and service report.
   d. Other.

4. Decision regarding Video Studio equipment bids.

5. Approval of Insurance Proposals from Lupke-Rice Associates.

6. Report on, and approval of, expenditures from the Library Building and Equipment Fund.

7. Approval of advertisements for bids for the following items:
   a. Bookmobile truck.
   b. Air conditioning equipment for Little Turtle Branch Library.

8. Approval of a joint promotional activity with Burger Chef Restaurants.

9. Approval of proposed promotional activity with Fort Wayne Newspapers, Inc.

10. Approval of contract with Indiana State Library for library services to the blind and physically handicapped.

11. Approval of the following change orders for the Main Library Addition:

a. McKay Electric Co., Inc.	456.00
b. Schenkel and Sons, Inc.	2,018.95

12. Approval of the following salaried appointments:

a. Luana K. Stanley	$21,500
b. Deborah O'Neill	12,000

13. Approval of payment for the following bills:

Operating Fund	$82,264.72
Library Building & Equipment Fund	117,401.09
Library Improvement Reserve Fund	3,985.00
Gift Fund	94.58
Public Employees Retirement Fund	7,426.30
OASI	24,644.98
Indiana & Michigan Electric Co.	8,154.05
Indiana Employment Security Division	576.94
Blue Cross Hospital Service	3,223.35

14. Other business.

15. Adjournment.

NOTE: After adjournment, there will be a tour of the Main Library Addition.

[illegible] Webster St., Ft. Wayne, Indiana

[illegible]

b. Local Government Tax Control Board hear[illegible]

[illegible]

5. Approval of Insurance Proposals from Lumbermen's Association.

6. Report on, and approval of, expenditures from the Library Building [illegible]

7. [illegible]
   a. Bookmobile truck.

8. Approval of a joint promotional activity with Chamber of Commerce.

[illegible]

   a. Sidney Electric Co., Inc. 456.0[illegible]
   b. Sonneman and Sons, Inc. [illegible]

11. Approval of the following amended appointments:
   a. James K. Shirley [illegible]
   b. Dolorah O'Neill 12, [illegible]

12. Approval of payment for the following bills:

Operating Fund	[illegible],244.72
Library Building & Equipment Fund	117,491.[illegible]
Library Improvement Reserve Fund	2,[illegible]
Gift Fund	[illegible]
[illegible]	[illegible]
MACI	[illegible]
Indiana & Michigan Electric Co.	[illegible]
Indiana Employment Security Division	[illegible]

[illegible]

[illegible] There will be a tour of the Main Library Addition.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

JULY 24, 1980

The Board met in regular session in the Board Room of the Main Library at 3:00 p.m. on July 24, 1980. Members present: Mrs. Rae Gates, Mrs. Patricia Vogel, Mr. Zohrab Tazian and Board Attorney Thomas Fruechtenicht as proxy for Mrs. LuAnn Beaman. Mrs. Gates presided.

1. Adoption of the Agenda. Mrs. Vogel moved adoption. Mr. Tazian seconded. Motion carried.

2. Approval of the minutes of the June 25, 1980 meeting. Mr. Fruechtenicht moved approval of the minutes as submitted. Mrs. Vogel seconded. Motion carried.

3. Report of the Director. Dr. Ashton reported on the following matters:

a. Main Library Addition progress. New addition is all but finished. Contractors should have the punch list completed and all odd jobs done in early September.

b. Local Government Tax Control Board Hearing. The hearing was held on July 18. The Control Board approved a levy of $3,064,000 and a 1981 budget of $3,817,000.

c. Six-month financial and service report. Mr. Tazian suggested that the Director develop a system for monthly reporting of actual and projected expenditures.

d. Other. None.

4. Decision regarding Video Studio equipment bids. Dr. Ashton reported that he and Mr. Fortriede had opened four bids received on June 26. The technical portion was submitted to the consultant, Klopf Audio/Visual. The financial and legal portion was submitted to the Attorney. Based on their

reports, he recommended that all bids be rejected because the bids are incomplete and/or excessive in cost. Mr. Tazian moved to reject all bids, re-advertise the project, and send notices to the four bidders and any new bidders. Mrs. Vogel seconded. Motion carried.

5. Approval of Insurance Proposals from Lupke-Rice Associates. Mr. Duane Lupke and Mr. Robert Turk presented to the Board a proposal for Faithful Performance Blanket Bond Coverage for employees. Mrs. Vogel moved to accept the proposal for Faithful Performance Blanket Bond Coverage in the amount of $100,000 for an annual premium of $809. Mr. Fruechtenicht seconded. Motion carried. Concerning a Public Officials Liability Insurance proposal, Mr. Lupke recommended no action, with further investigation. Mr. Fruechtenicht moved the matter be placed on the agenda for the August meeting. Mrs. Vogel seconded. Motion carried.

6. Report on and approval of expenditures from the Library Building and Equipment Fund. Dr. Ashton asked that the Board approve an additional $15,000 appropriation for furniture for the new addition from the Library Building and Equipment Fund balance of $55,671.28. Mrs. Vogel moved approval. Mr. Fruechtenicht seconded. Motion carried.

7. Approval of advertisements for bids for the following items:

a. Bookmobile truck.

b. Air conditioning equipment for Little Turtle Branch Library.

Dr. Ashton explained that we would retire the oldest bookmobile and purchase a new one. Mr. Tazian moved the approval to advertise for a bookmobile and air conditioning equipment for Little Turtle Branch Library. Mrs. Vogel seconded. Motion carried.

8. Approval of a joint promotional activity with Burger Chef Restaurants.

3,000 Regular French Fry Be-Our-Guest cards are offered for use in the Prize Kits for the Allen County Public Library Summer Reading Program. Mrs. Vogel moved approval. Mr. Fruechtenicht seconded. Motion carried.

9. Approval of proposed promotional activity with Fort Wayne Newspapers, Inc. The proposal is to publish an 8-page advertising tabloid in the News-Sentinel and the Journal Gazette in conjunction with the opening of the Main Library addition in October. The newspapers will sell the space involved to local industries, businesses, and contractors on the project, asking that they send checks to the Library Gift Fund. The amount of money received would determine the size of the tabloid. After the tabloid has run, the newspapers would bill the Library for the agreed-upon space. In this manner, the funds given by industry to sponsor the tabloid would be tax deductible. Mr. Fruechtenicht moved approval. Mr. Tazian seconded. Motion carried.

10. Approval of contract with Indiana State Library for library services to the blind and physically handicapped. Mr. Tazian moved approval of the contract. Mrs. Vogel seconded. Motion carried.

11. Approval of the following change orders for the Main Library Addition:

a. McKay Electric Co., Inc.	$456.00
b. Schenkel and Sons, Inc.	$2,018.95

Mrs. Vogel moved approval of the change orders in the amount of $2,474.95 Mr. Fruechtenicht seconded. Motion carried.

12. Approval of the following salaried appointments:

a. Luana K. Stanley, Head of Technical Services	$21,500
b. Deborah O'Neill, Executive Secretary	$12,000

Mrs. Vogel moved the approval of the two salaried appointments. Mr. Fruechtenicht seconded. Motion carried.

13. Approval of payment for the following bills:

Operating Fund	$82,264.72
Library Building and Equipment Fund	117,401.09
Library Improvement Reserve Fund	3,985.00
Gift Fund	94.58
Public Employees Retirement Fund	7,426.30
OASI	24,644.98
Indiana & Michigan Electric Co.	8,154.05
Indiana Employment Security Division	576.94
Blue Cross Hospital Service	3,223.35

Mr. Tazian moved the bills be approved for payment. Mrs. Vogel seconded. Motion carried.

14. Other business. Mr. Fruechtenicht reported that he is at work on the rezoning of the Little Turtle lot. He presented the rezoning petition, which Board Members signed.

15. Adjournment. Mrs. Vogel moved adjournment. Mr. Fruechtenicht seconded. Motion carried.

After adjournment, Dr. Ashton led a tour of the Main Library Addition.

PROXY

I, LuAnn Beaman, a duly appointed member of the Board of Trustees of the Allen County Public Library, do hereby designate Thomas E. Fruechtenicht to act for me and in my behalf at the monthly board meeting to be held on July 24, 1980.

LuAnn Beaman

(LuAnn Beaman)

Burger Chef Systems, Inc.
3221 W. Big Beaver, Suite 301
Troy, MI 48084

July 3, 1980

Fort Wayne Public Library
Mr. Steven Fortriede
900 Webster St.
Fort Wayne, IN. 46802

Dear Mr. Fortriede:

This is to confirm our phone conversation today in regard to the Ft. Wayne Public Library Fun to Read Program.

I'll be more than happy to have the Ft. Wayne area Burger Chef restaurants participate in such a worth while program.

I've ordered 3,000 Regular French Fry Be-Our-Guest cards for you to use in your Prize Kits. The cards will be delivered to you by someone from our Ft. Wayne District Office prior to the last week in July.

I enjoyed talking with you. Please feel free to call if we can be of assistance in the future.

Sincerely,

R. D. Killarney

R. D. Killarney
Field Marketing Manager

RDK/smj

FORT WAYNE NEWSPAPERS, Inc.
AGENT
Area Code 219 Telephone 461-8444
600 W. Main Street
FORT WAYNE, INDIANA 46802

THE NEWS-SENTINEL
THE JOURNAL-GAZETTE

July 11, 1980

Mr. Rick Ashton, Librarian
Public Library
900 Webster
Fort Wayne, Indiana

Dear Rick:

It was a pleasure sitting down to lunch with you yesterday and getting a little better acquainted as Bob Fisher and I outlined ways in which the advertising department of Fort Wayne Newspapers hopes to work a little closer with the library in the future.

You will recall that I showed you the tabloid from the Duluth, Minn. newspaper, published on the occasion of the dedication of their new library last week. We then discussed the possibility of doing something similar when the new wing is dedicated here this Fall.

Our proposal was to publish an 8 page tabloid in the News-Sentinel and The Journal-Gazette sometime in the last half of October. We will sell the space involved to local industries, businesses, and contractors on the project, asking that they send a check for their share of the project to the Library Gift Fund. The amount of money received would determine the size of the tabloid. After the tab has run, we would bill the library for the agreed upon space. In this manner, the funds given by industry to sponsor the tab would be tax deductible.

The library staff would be involved only to the extent of furnishing copy, photos and a list of contractors. We would lay the pages out, set the type, print and distribute the sections to the full circulation of the two newspapers...131,798 homes in a 15 county area.

I appreciate your offering to carry the proposition to the board and I sincerely hope they share your enthusiasm. Thanks again for helping us help you.

Sincerely,

Hilary A. Sadler

Hilary A. Sadler
Advertising Director

HAS/tab

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

24 July 1980

To: All Library Board Members

From: Rick Ashton

Re: 1981 Operating Budget

Important steps in the budget process have taken place since the Library Board meeting of 25 June 1980. A committee composed of Mr. Mather, Mr. McMahan, Mr. Fruechtenicht, and me met with representatives of Taxpayers Research Association on three occasions. By the end of the third meeting, we had reached agreement on necessary budget and levy amounts for the 1981 Operating Budget. We agreed to reduce our budget request to $3,817,000 and our levy request to $3,064,000.

We drafted a revised proposal to the Local Government Tax Control Board as detailed in the attached list of proposed budget reductions and the attached budget forms. Taxpayers Research Association agreed to support our requests at these levels.

On Friday, 18 July, our hearing with the Local Government Tax Control Board resulted in approval of the proposed budget and levy amounts. If the Library Board approves the proposed line item cuts, we shall proceed to advertise the budget as detailed in the enclosed forms and hold a Public Hearing on it on 21 August.

This process has produced significant additional revenue for Library

services in Allen County. The 1981 budget total exceeds the 1980 total by a figure slightly under 10%. The approved 1981 levy exceeds the approved 1980 levies upon which we are now operating by approximately 13%. These amounts exceed the levy amounts which would have been available to the former Fort Wayne Public Library and Allen County Contractual Library by $216,117. This additional revenue will help us to enhance services and achieve appropriate salary levels for the Library staff.

PROPOSED BUDGET REDUCTIONS

110,121,122,130 Salaries	$64,398
216 Other Transp	1,000
221 Electric Current	28,000
241 Repairs to Buildings	5,000
243 Rebinding books	5,000
253 Rental on equipment	4,000
312 Stationery and printing	2,000
330 Coal, fuel, oil, & gas	17,000
441 Materials and parts for equipment	1,000
442 Other general materials	1,000
520 Rents	10,000
550 Employer's Contribution, Retirement, OASI	6,040
560 Transfer to Improvement Reserve Fund	50,000
580 Unemployment Tax	2,000
721 Furniture	1,000
724 Other equipment	2,000
730 Books, periodicals, etc.	35,000
Total reduction	$234,438

DUNTEN, BECKMAN, LAWSON, FRUECHTENICHT & SNYDER

LAWYERS

FREDERICK A. BECKMAN
JACK W. LAWSON
THOMAS E. FRUECHTENICHT
STEPHEN R. SNYDER

JOHN H. BRANDT

2410 FORT WAYNE BANK BUILDING

FORT WAYNE, INDIANA 46802

LOUIE H. DUNTEN 1976

TELEPHONE
423-1602
AREA CODE 219

July 17, 1980

Mr. Rick Ashton, Director
The Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Rick:

I have reviewed the bids on the video studio main library installation and would recommend to the Board of Trustees that they reject all bids. In my opinion the bids are incomplete and/or excessive in cost and the matter should be resubmitted through the bidding process.

In order to advise the bidders who have submitted proposals, the Board of Trustees should advise each that all bids have been rejected and that a new notice will be published for invitations to bid.

Please advise if you would like me to return the bid proposals to you for further use by those submitting bids.

Very truly yours,

DUNTEN, BECKMAN, LAWSON,
FRUECHTENICHT & SNYDER

Thomas E. Fruechtenicht

TEF:sc

July 24, 1980

ADDITION TO THE MAIN LIBRARY

RECEIPTS:

1977 Bond Issue	3,500,000.00	
Interest earned to date	561,243.01	
Interest to be earned on outstanding investments	14,896.19	
Lease rent KPC Inc. 10/6/78 - 7/3/80	36,666.52	
Lease rent KPC Inc. 8/1/80 - 9/1/80	3,333.32	
TOTAL RECEIPTS		$4,116,139.04
($5,832.84 increase since June 1, 1980)		

EXPENDITURES:

L.I.Griffin & Sons, Inc.(YWCA)	44,350.00	
Architect	206,781.31	
" reimbursable expense	17,614.62	
General Contractor (Schenkel)	2,045,311.95	
Mechanical Contractor (Shambaugh)	408,957.00	
Electrical Contractor (McKay)	226,552.00	
I & M Electric Company	9,538.00	
Printing of bonds,advertising,etc.	13,312.73	
Pre-treat soil-termites (Schenkel)	1,929.00	
Seibel Property	264,166.67	
Taxes (Seibel Property)	13,434.83	
Stacks (Library Bureau)	399,485.00	
Sprinkler System (Shambaugh)	27,550.00	
Stacks (Estey)	58,881.00	
Klopf Audio/Video Co.	7,990.00	
Furniture orders approved 4/24/80	17,973.65	
Approved expenditures 5/22/80	271,640.00	
Jankowski Assoc. - Planning Services	25,000.00	$4,060,467.76
BALANCE		$ 55,671.28

May 22, 1980

Proposed Budget for Library Building and Equipment Fund

Available Funds June 1, 1980 (see attached detail)

$362,581.31

Proposed expenditures, commitments to be made by August 1980

Jankowski Associates, Planning Services	25,000
Jankowski Associates, Architectural Services	6,000
Coil and Dickmeyer, Engineering Services	3,500
Garage and shop building	60,000
Harrison-Washington Parking Lot Improvements	35,000
Video studio equipment	95,000
Construction change orders received	9,402
Construction change orders anticipated	10,000
Telephone system expansion	3,500
Office furniture for departments in Addition	47,000
Labor and materials for rearrangement of existing space	6,750
Interior and exterior signs	13,250
Typewriters	8,640
Audiovisual equipment for meeting rooms	9,500
Special equipment for blind and handicapped	30,000
Total	$362,542

June 1, 1980

ADDITION TO THE MAIN LIBRARY

RECEIPTS:

1977 Bond Issue	3,500,000.00	
Interest earned to date	549,947.93	
Interest to be earned on outstanding investments	20,358.43	
Lease rent KPC Inc. 10/6/78 - 5/1/80	33,333.20	
Lease rent KPC Inc. 6/1/80 - 9/1/80	6,666.64	
TOTAL RECEIPTS		$4,110,306.20

EXPENDITURES:

L.I.Griffin & Sons,Inc.(YWCA)	44,350.00	
Architect	204,081.31	
" reimbursable expense	17,614.62	
General Contractor (Schenkel)	2,034,147.00	
Mechanical Contractor (Shambaugh)	408,957.00	
Electrical Contractor (McKay)	224,351.00	
I & M Electric Company	9,538.00	
Printing of bonds,advertising,etc.	13,275.81	
Pre-treat soil-termites (Schenkel)	1,929.00	
Seibel Property	264,166.67	
Taxes (Seibel Property)	13,434.83	
Stacks (Library Bureau)	399,485.00	
Sprinkler System (Shambaugh)	27,550.00	
Stacks (Estey)	58,881.00	
Klopf Audio/Video Co.	7,990.00	
C. W. Stockwell, Inc.	1,872.00	
American Seating Co.	9,897.00	
Touhy Furniture Corp.	4,448.40	
Davis & Associates	1,756.25	
TOTAL EXPENDITURES		$3,747,724.89

Money available for a Butler Building, equipment for the new wing and parking lot at Washington & Harrison Sts. $ 362,581.31

INSURANCE PROPOSAL FOR

ALLEN COUNTY PUBLIC LIBRARY

Coverage: Faithful Performance Blanket Bond Coverage

To pay for loss caused to the insured through failure of any of the employees, acting alone or in collusion with others, to perform faithfully his duties or to account properly for all monies and property received by virtue of his position or employment during the bond period not exceeding the aggregate limit of liability.

Deductible: None

Premium Annual	Limit of Liability
$323	$ 10,000
468	25,000
623	50,000
809	100,000

By: James F. Turk
Lupke-Rice Associates
July 24, 1980

INSURANCE PROPOSAL FOR

ALLEN COUNTY PUBLIC LIBRARY

Coverage: Faithful Performance Blanket Bond Coverage

To pay for loss caused to the insured through failure of any of the employees, acting alone or in collusion with others, to perform faithfully his duties or to account properly for all monies and property received by virtue of his position or employment during the bond period not exceeding the aggregate limit of liability.

Deductible: None

Premium Annual	Limit of Liability
$323	$ 10,000
468	25,000
623	50,000
809	100,000

By: James F. Turk
Lupke-Rice Associates
July 24, 1980

LR
LUPKE-RICE
ASSOCIATES
900 COMMERCE BUILDING
FORT WAYNE, INDIANA 46802

INSURANCE PROPOSAL FOR

ALLEN COUNTY PUBLIC LIBRARY

Coverage: Employee Dishonesty Commercial Blanket Coverage

To pay for loss of money, securities and other property which the insured shall sustain, to an amount not exceeding in the aggregate the amount stated in the table of limits of liability, through any fraudulent or dishonest act or acts committed by any of the employees acting alone or in collusion with others.

Deductible: none

Premium Annually	Limit of Liability
$ 938	$100,000
1,094	250,000

By: James F. Turk
Lupke-Rice Associates
June 23, 1980

June 26, 1980

INSURANCE PROPOSAL
FOR
ALLEN COUNTY PUBLIC LIBRARY

Public Officials Liability Insurance
Coverage Summary

THE INSURED. The policy will be held by the public entity (Allen County Public Library) to which the Official belongs, but coverage extends to

a. The public entity itself;
b. All elected or appointed officials or members of commissions, boards or units operating under the jurisdiction of the public entity;
c. All full-time employees, defined as those working at least 20 hours per week.
d. The estates, heirs, legal representatives or assigns of deceased persons who were insured at the time of the wrongful act.

and coverage is extended to all Attorneys, Architects, Engineers and Accountants while acting in the scope of their professional duties as employees of the public entity. And because the policy is held by the public entity itself, new officials or employees are automatically covered at no additional premium charge.

THE COVERAGE. The policy will pay on behalf of the Insureds for any loss resulting from actual or alleged "Wrongful Acts" committed by the Insured, provided the claim is first made during the policy period.

a. Wrongful Act is defined as any actual or alleged error or misstatement or act or omission or neglect or breach of duty including misfeasance, malfeasance, and non-feasance by the Insureds in the discharge of their duties with the public entity, individually or collectively, or any matter claimed against them soley by reason of their being or having been Insureds.
b. Loss is defined to include not only damages and settlements but also legal fees incurred as cost of investigation and defense of legal action.
c. Claims First Made. The policy covers all claims first made during the policy period, including claims arising from unknown prior acts.

This summary describes in general terms the essential features of the policy. In no way does this summary alter the terms of the policy.

Deductible - $2,500 each loss.

Premium	Limits of Liability
$ 5,119	$1,000,000
7,167	2,000,000
8,190	3,000,000
10,622	5,000,000

James F. Turk
Lupke-Rice Associates

[illegible]

[illegible]

[illegible] INSURED. The policy will be held by the public entity [illegible] (Library) to which the Official belongs, but coverage extends to

a. The public entity itself;
b. All elected or appointed officials or members of governing bodies, [illegible] or quasi quasi-judicial functions of the public entity;
c. All full time employees, [illegible] as they are working on behalf [illegible]

d. The estates, heirs, legal representatives or assigns of deceased [illegible] persons who would be insured at the time of the wrongful act.

and coverage is extended to all attorneys, Architects, Engineers and Accountants while acting in the scope of their professional duties as employees of the public entity. And because the policy includes the public entity itself, even officials or employees are automatically covered at no additional [illegible]

[illegible] COVERAGE. The policy will pay on behalf of the insureds for any loss resulting from actual or alleged "Wrongful Act" committed by the insured, provided the claim is first made during the policy period.

a. Wrongful Act is defined as any actual or alleged error or misstatement or act or omission or neglect or breach of duty including misfeasance, malfeasance, and nonfeasance by the insureds in the discharge of their duties with the public entity, individually or collectively, or any matter claimed against them solely by reason of their being or having been insureds.
b. Loss is defined to include not only damages and settlements but also legal fees incurred as part of investigation and defense of legal action.
c. Claims First Made. The policy covers all claims first made during the policy period, including claims arising from wrongful acts.

This summary describes in general terms the essential features of the policy. In no way does this summary alter the terms of the policy.

Deductible - $2,500 each loss.

Premium	Limits of Liability
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

July 24, 1980

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JUNE 1980

Main Library Fines		$1,875.36
Georgetown Branch Library	714.95	
Hessen Cassel Branch	380.57	
Little Turtle Branch	239.05	
Pontiac Branch	25.55	
Shawnee Branch	302.63	
Tecumseh Branch	197.80	
Waynedale Branch	210.80	
BW #4	16.00	
BW #5	56.50	2,143.85
Art & Recordings		266.45
Rent (Hunter - Annex)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts		1,000.00
Copier Receipts		3,696.22
Subscription Fees		100.00
Tom's Snack Foods Commission		11.15
Telephone Pay Station Commission		22.98
NEIRRS Payment		5,400.00
Blue Cross Refund		50.90
Binding		4.00
Paper Bag Receipts		21.00
Reserve Postals		31.90
Books		410.49
Pamphlets		79.90
County Fines		193.65
		$16,727.85

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

July 24, 1980

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JUNE 16 - JULY 13, 1980

June	16	Postage	212	.69
	17	Postage	212	.17
		Hauling trash	252	5.00
		Balloons	321	2.16
	18	Hauling trash	252	5.00
		Postage	212	2.19
	20	Hauling trash	252	5.00
		Postage	212	1.97
	23	Pamphlets	731	9.05
		Postage	212	.29
	24	Postage	212	.99
	25	Postage	212	.97
	27	Postage	212	9.01
		Postage	212	2.11
	30	Postage	212	3.14
July	1	Hauling trash	252	6.00
		Postage	212	4.84
	2	Hauling trash	252	10.00
		Postage	212	.53
	3	Postage	212	1.53
	7	Hauling trash	252	5.00
		Hauling trash	252	5.00
	8	Postage	212	3.15
	9	Postage	212	.71
	10	Postage	212	.40
	11	Hauling trash	252	6.00
		Postage	212	1.18
				$92.08

APPROVED
Rick J. Ashton
DIRECTOR

SUMMER READING CLUB

PROGRESS REPORT

July 18, 1980

These figures and projections are based on statistics compiled approximately July 3, 1980, by which time R.E.A.D. '80 registration had peaked while reading levels were only beginning to develop full stride.

To date, the program has been extremely, almost catastrophically, successful. We estimated 1,000 children would register; we have experienced 3,875 registrations. Poorest registration figures were reported by Bookmobile #2 (41); highest by Georgetown Branch (736). Total juvenile circulation for the system jumped from 54,747 in June 1979 to 79,958 in June, an increase of 46.1 percent. The largest increases were in the branches, 23,212 juvenile circulations or about 77.5% increase.

All branches, bookmobiles, and the Children's Room are participating actively in the program. Several agencies have carried out special events connected with the program -- a Clown and Magic Show, craft days, films, and other activities. Three branches, Waynedale, Hessen Cassel, and Harlan have scheduled the Park Department's "Moonwalk". All agencies are inviting their children to an end-of-program event consisting of games, films, or other entertainment at which the prize packets will be handed out to the children.

We have attempted to provide reading incentives for all children as well as prizes for those who wish to compete to read the largest number of books. We project that approximately 3,000 children will read at least one book and thus be eligible to receive a reading certificate. We also project that approximately 2,100 children will read as many as 15 books and 500 children will read as many as 40 books making them eligible for Fun Packets #1 and #2 respectively. Fun packets will consist of games, puzzles, word searches, mazes, a finger puppet, a T-shirt iron-on with the R.E.A.D. '80 logo, and, pending your approval, a Burger Chef coupon and a ticket for a free ride at the Children's Zoo. For those children who like to compete, we have obtained 240 trophies which will be presented to the winner and runner-up in each grade category at each branch. All children will receive their R.E.A.D.ing Record cards, with the suggestion that they be shown to the child's teacher as a record of summer reading.

CIRCULATION STATISTICS

COMPARATIVE REPORT

1979 -- 1980

Allen County Public Library circulation has been in a general increase since early in 1979, reversing a slight downward trend which had prevailed for several years. In 1979, the percentage of increase over 1978 (1979-1978÷1978) was 5.93% for the system as a whole. For the period January to June, 1980, the total circulation for the system has increased by 17.23%. The table below shows comparative figures for total circulation year-to-date and for juvenile circulation during June, compared with the same months of 1979. The influence of the Summer Reading Program is clearly shown in the very large juvenile increases for June, 1980. Not shown in the table, but determined from other calculations, is our conclusion that adult circulation is also benefiting from the reading program. Adult circulation in June was 2500 to 3000 volumes higher than we might have expected considering all factors introduced prior to the reading program (i.e. increased hours and staff, failing economy, publicity, policy changes, etc.). We are led to conclude that these 2500 to 3000 circulations represent new adult borrowers, probably attracted by their children's participation in the reading program. Similarly, we identify nearly 25,000 juvenile circulations which would appear to have resulted from the reading program alone. The rest of the increase, approximately 80,000 circulations appears to stem from the factors listed parenthetically above.

	Jan-Jun 1979	Jan-Jun 1980	%	Juvenile June 1979	Juvenile June 1980	%
Bookmobiles	86,041	97,030	12.8	13,347	17,529	31.3
Main Library	143,414	167,130	16.5	0	0	0
Children's Rm	35,194	39,220	11.4	5,773	6,901	19.5
Branches	371,165	441,975	19.1	35,627	55,528	77.5
TOTAL	635,814	745,355	17.2	54,747	79,958	46.1

The effect of the Board's mandate to upgrade services and collections at Harlan, Monroeville, New Haven, and Woodburn Branches is shown be their respective percentage of increase figures, shown below, shen compared with the figures previously given for the total system:

	1979	1980	%
Harlan	6530	9094	39.3
Monroeville	8132	13670	68.1
New Haven	9495	16775	76.7
Woodburn	4970	8636	73.7
TOTAL	21127 29127	48175	65.4

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills July 24, 1980

International Business Machines Corporation	Typewriters	8,640.00
Jankowski Associates Architects	Architectural services	7,000.51
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel & Sons, Inc.	4,884.25
Schenkel and Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	92,800.78
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	4,040.00
C. W. Stockwell, Inc.	Freight charges for fabric sent to Touhy Furniture Corp.	35.55
		$117,401.09

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills July 24, 1980

G. K. Hall & Company	Books - Shawnee Branch	$94.58

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills July 24, 1980

Shambaugh & Son, Inc.	Fire protection for the existing Main Library - Retainage	$3,985.00

Ron Date

Gabriel K. Tassin

Patricia Wyatt

APPROVED

Rick J. Ashton

DIRECTOR

MINUTES

ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
21 August 1980

Representatives of the Board met in public session in the auditorium of the Main Library for the purpose of holding a public hearing on the 1981 Library Budget and of opening bids. Members present: Mrs. Mary Koehlinger, Mrs. LuAnn Beaman, Mr. Alan McMahan. Mrs. Koehlinger presided.

1. Public hearing on the 1981 Library Budget. Mrs. Koehlinger announced that the Board was prepared to receive public testimony on the 1981 Budget. No members of the public came forward to speak. Mrs. Koehlinger thanked the members of the Board and the Director for their work on the budget.

2. Bid Openings. Bids were opened and publicly read aloud for the following projects:

   a. Video Studio Equipment.

   b. Parking Lot Improvements, Harrison and Washington Lot.

   c. Air Conditioning Equipment, Little Turtle Branch Library.

All bids were taken under advisement for detailed examination and later awarding of contracts.

3. Other Business. None.

4. Adjournment. Mrs. Koehlinger adjourned the meeting.

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for furnishing and installing the audio-video equipment in the audio-video studio of the new addition of the main library building in Fort Wayne, Indiana until 3:00 P.M. EST, Thursday, August 21, 1980 in the Board Room of the Main Library at 900 Webster Street, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud. Bids received after such time will be returned unopened.

Each bid or proposal shall be accompanied by an acceptable certified or cashier's check, or an acceptable bidder's bond, payable to Treasurer, Allen County Public Library, in the amount of not less than five percent (5%) of the total bid price.

The contract documents, consisting of this notice and including the instructions to bidders, specifications and plans are a part hereof, and all bidders shall be deemed advised of the provisions thereof.

Copies of the contract documents, including plans and specifications, are on file in the office of the Director in the main library, Fort Wayne, Indiana. Copies of the plans and specifications may also be obtained from the offices of Klopf Audio/Video Company, 3381 Successful Way, Dayton, Ohio 45414.

Proposals of bids shall be properly and completely submitted on State Board of Accounts Form 96 with required drawings and documents, including a non-collusion affidavit, bearing signature (s) of authorized officers of firms making submissions.

Successful bidders will be required to furnish a properly executed performance bond with acceptable surety thereon in the amount of one hundred percent (100%) of each contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each contractor shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees Allen County Public Library

July 28, August 4, 1980

NOTICE TO BIDDERS

The Board of Trustees of the Allen County Public Library will receive bids for the furnishing and installing of two (2) air cooled condensing units at the Little Turtle Branch Library until 3:00 P.M., EST, Thursday, August 21, 1980 at the office of the Director, 900 S. Webster Street, Fort Wayne, Indiana. No bids will be accepted after that time. The bids will be opened and publicly read aloud at a meeting of the Board of Trustees on August 21, 1980.

The bidding and all construction shall be in conformance with the Contract Documents, Job No. 8017, issued by Coil & Dickmeyer, Inc. dated August 1, 1980. Copies of the Contract Documents will be available at the office of the Director and at the offices of Coil & Dickmeyer, Inc., 6044 E. State Boulevard, Fort Wayne, Indiana.

Bidders will be required to submit with their bids a certified check made payable to the Allen County Public Library or a bid bond in the amount of five (5) per cent of the bid submitted. Proposals of bids shall be properly and completely submitted on State Board of Accounts' forms with required drawings and documents, if any, and including a non-collusion affidavit, bearing signatures of authorized officers of firms making submissions.

Successful bidders will be required to furnish a properly executed performance bond with acceptable surety thereon in the amount of one hundred percent (100%) of each contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each contractor shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees
The Allen County Public Library

To be published in both Fort Wayne
newspapers on August 9, 1980 and
August 16, 1980.

NOTICE TO BIDDERS

The Board of Trustees of the Allen County Public Library will receive bids for the renovation of the parking lot at the Northwest corner of Harrison Street and Washington Boulevard at the office of the Director, 900 S. Webster Street, Fort Wayne, Indiana, until 3:00 P.M., EST, Thursday, August 21, 1980. No bids will be accepted after that time.

The bids will be opened and publicly read aloud at a meeting of the Board of Trustees on August 21, 1980.

The bidding and all construction shall be in conformance with the Contract Documents, Job No. 8008, issued by Coil & Dickmeyer, Inc. dated June 30, 1980. Copies of the Contract Documents will be available at the office of the Director and at the offices of Coil & Dickmeyer, Inc., 6044 E. State Boulevard, Fort Wayne, Indiana.

Bids for the work will be received in three categories as well as a combined bid.

BID A: Demolition of the building; removal of billboards, signs, poles, fence, etc.; filling of underground storage tanks; pavement removal and preparation of planting areas.

BID B: Paving of the area under the razed building; replacing pavement removed; leveling and re-surfacing of the entire lot; entrance removal and/or relocation; striping of the lot and installation of parking bumpers.

BID C: Construction of the parking booth including construction of the utility services and the purchase and planting of shrubbery.

BID D: Combined Bid.

Bidders will be required to submit with their bids a certified check made payable to the Allen County Public Library or a bid bond in the amount of five (5) per cent of the bid submitted. Proposals of bids shall be properly and completely submitted on State Board of Accounts' forms with required drawings and documents, if any, and including a non-collusion affidavit, bearing signatures of authorized officers of firms making submissions.

Successful bidders will be required to furnish a properly executed performance bond with acceptable surety thereon in the amount of one hundred percent (100%) of each contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each contractor shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees
The Allen County Public Library

To be published in both Fort Wayne
Newspapers on August 9, 1980 and
August 16, 1980.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

22 August 1980

To All Board Members

The enclosed materials should help you in preparing for the Board Meeting of Thursday, 28 August, to be held in the Main Library Board Room at 3:00 p.m.

1. Agenda.
2. Minutes.
3. Copy of 1981 Budgets.
4. Proposed Agreement with Theatre for Ideas and background material.
5. Background on Textile Art Project.
6. Bills and other financial reports.
7. Youth and the Law.

Sincerely,

Rick J. Ashton

Rick J. Ashton
Director

RJA/dno'n

AGENDA

Allen County Public Library
Board of Library Trustees
28 August 1980 3:00 p.m.
Board Room, Allen County Public Library
900 Webster St., Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the July 24 regular meeting and the August 21 public hearing.

3. Report of the Director.

    a. Building Addition Progress.

    b. Summer Reading Program - final report.

    c. Other.

4. Adoption of the 1981 Operating Budget and Bond and Interest Redemption Fund Budget.

5. Awarding of Contracts

    a. Video Studio Equipment.

    b. Parking Lot Improvement, Harrison and Washington Lot.

    c. Air Conditioning Equipment, Little Turtle Branch Library.

6. A Decision regarding management of the Harrison and Washington Parking Lot.

7. Adoption of Proposed Agreement with Theatre for Ideas.

8. Appropriation of $1,000 from the Gift Fund for a Textile Art Piece by Katherine Dolk.

9. Approval of Major Urban Resource Library Contract with the Indiana State Library.

10. Adoption of Resolution to advertise for bids on book binding and fuel oil.

11. Approval of the following salaried appointments:

    a. Peggy Ballard, Bookmobile Operator $8,000

    b. Carl Ferraro, Telecommunications Services Manager $12,000

12. Approval of the following change orders:

a. Schenkel and Sons	$160.00
b. Schenkel and Sons	103.16

13. Approval of payment for the following bills:

Operating Fund	$115,698.47
Public Employees Retirement Fund OASI	8,390.74
Indiana & Michigan Electric Co.	9,528.62
Indiana Employment Security Division	231.00
Library Building & Equipment Fund	56,354.79
LSCA - MURL Fund	7,867.41
Gift Fund	1,446.27

14. Other Business.

15. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

August 28, 1980

The Board met in regular session in the Board Room of the Main Library at 3:00 p.m. on August 28, 1980. Members present: Mr. George Mather, Mr. Zohrab Tazian, Mrs. Patricia Vogel, Mr. Alan McMahan, and Mrs. Lu Ann Beaman. Mr. Mather presided.

1. Adoption of the Agenda. Mr. Tazian moved adoption. Mr. McMahan seconded. Motion carried.

2. Approval of the minutes of the July 24 regular meeting and the August 21 public hearing. Mr. McMahan moved approval of the minutes as submitted. Mr. Tazian seconded. Motion carried.

3. Report of the Director. Dr. Ashton reported on the following matters:

a. Building Addition Progress. The building is virtually complete. Contractors are completing work on punch lists. No delivery date has been received from Estey Corporation on the shelving for the Addition.

b. Summer Reading Program. Final reports are not complete. System-wide, July 1980 circulation was 38.4% higher than July 1979.

c. Other. "Youth and the Law" pamphlet project directed by Mr. William Crane and financed by grants of $4250 from the Fort Wayne Branch, American Association of University Women, is being completed. All Board members have received copies. Lincoln National Corporation has donated a Ziemark film chain multiplexer to the Library. This piece of video equipment, valued at approximately $8000, will help the Library's video studio in production. Dr. Ashton has thanked Lincoln National Corporation on behalf of the Library. The September Board meeting will be held at 3:00 p.m. on Thursday, 25 September, at the Hessen Cassel Branch Library.

4. Adoption of the 1981 Operating Budget and Bond and Interest Redemption Fund Budget. Mr. McMahan moved adoption of the budgets and levies as advertised.

August 14, 1970

[illegible] last session in the Board Room of the Main Library [illegible] p.m. on August 14, 1970. Members present: Mr. George Harper, Mr. [illegible] Watson, Mrs. Patricia Vessel, Mr. Alan McAdams, and Mrs. Jo Ann Lemmon. [illegible] were present.

[illegible]

2. Report of the Director. Mr. Ashton reported on the following matters:

a. Building Addition Progress. The building is virtually complete. Contractors are completing work on punch lists. No delivery date has been received from Marty Corporation on the elevator for the Addition.

b. Summer Reading Program. Final reports are not complete. Preliminary, July 14) circulation was 34,44[illegible] higher than July 1970.

[illegible] Grove and financed by grants of $4250 from the Fort Wayne Branch, American Association of University Women, is later complete. All board members have received copies. Lincoln National Corporation has donated a Telmark film multiplexer to the Library. This piece of video equipment, valued at approximately $3000, will help the Library's video studio in production. Mr. [illegible] has thanked Lincoln National Corporation on behalf of the Library. The [illegible] will be held at 3:00 p.m. on Thursday, 26 September, [illegible] Allen County Public Library.

[illegible] of the 1971 Operating Budget and Bond and Interest Appropriation Fund [illegible] the budgets and Levies as advertised.

Mrs. Vogel seconded. Motion carried.

5. Awarding of Contracts

a. Video Studio Equipment. Upon the recommendation of Dr. Ashton and Mr. Fortriede, Mr. McMahan moved the award of the contract to Thalner Electronics Laboratories of Ann Arbor, Michigan in the amount of $124,606.46. Mr. Tazian seconded. Motion carried.

b. Parking Lot Improvement, Harrison and Washington Lot. Upon the recommendation of Mr. Coil, Mr. McMahan moved that the contract for Bid A and Bid B be awarded to Martin, Inc. in the amount of $19,328.10, subject to Martin's submitting a performance bond. Mr. Tazian seconded. Motion carried.

c. Air Conditioning Equipment, Little Turtle Branch Library. Upon the recommendation of Mr. Coil, Mr. McMahan moved that DVT, Inc. be awarded the contract in the amount of $8,900.00, subject to DVT's submitting a performance bond. Mrs. Vogel seconded. Motion carried.

6. A decision regarding management of the Harrison and Washington Parking Lot. Dr. Ashton recommended that the Library operate the parking lot at this time. Mr. Tazian moved that the Library operate the Harrison and Washington parking lot. Mrs. Vogel seconded. Motion carried.

7. Adoption of Proposed Agreement with Theatre for Ideas. Mr. McMahan moved the adoption of the proposed agreement with Theatre for Ideas. Mrs. Vogel seconded. Motion carried.

8. By consent, Mr. Mather moved this item to the end of the agenda.

9. Approval of Major Urban Resource Library Contract with the Indiana State Library. Mr. Tazian moved the approval of the MURL contract. Mrs. Beaman seconded. Motion carried.

10. Adoption of Resolution to advertise for bids on book binding and fuel oil. Mrs. Vogel moved approval to advertise for bids on book binding and fuel oil. Mr. McMahan seconded. Motion carried.

[illegible]

[illegible]

[illegible] Mr. [illegible] moved the award of the contract to Palmer Tree-
trimming Laboratories of Ann Arbor, Michigan in the amount of $[illegible], [illegible]. Inc.
[illegible]

b. Parking Lot Improvements, Harrison and Washington Lot. Upon the
recommendation of Mr. Coil, Mr. Mathar moved that the contract for Bid [illegible]
and Bid [illegible] be awarded to Martin, Inc. in the amount of $[illegible] [illegible], subject to
[illegible]

c. Air Conditioning Improvement, Little Theatre Annex Lobby. Upon the
[illegible]
contract in the amount of $[illegible], [illegible], subject to [illegible]'s qualifications [illegible]

[illegible]

6. A Resolution to [illegible] the Treasurer and Washington Parking Lot.
[illegible]
Mr. Parker moved that the Library operate the Harrison and Washington parking
[illegible]

7. Adoption of Proposed A Agreement with Tenants for Libra. Mr. [illegible] moved
the adoption of the proposed agreement with Tenants for Libra. Inc. Mr. [illegible]
seconded. Motion carried.

8. Re consent. Mr. Mathar moved this item be tabled [illegible] of the agenda.
[illegible] approval of Ann Arbor Resource Recovery Contract with the Ypsilanti Steam
[illegible]y. Mr. Parker moved the approval of the [illegible] contract. Inc. [illegible]
[illegible]

[illegible] quantities for bids on Hook Vinolene and Fuel oil.
[illegible] carried.

11. Approval of the following salaried appointments:

a. Peggy Ballard, Bookmobile Operator $8,000

b. Carl Ferraro, Telecommunications Services Manager $12,600

Mr. McMahan moved the approval of the two salaried appointments. Mr. Tazian seconded. Motion carried.

12. Approval of the following change orders:

a. Schenkel and Sons $160.00

b. Schenkel and Sons $103.16

Mrs. Beaman moved the approval of the change orders. Seconded by Mrs. Vogel. Motion carried.

13. Approval of payment of the following bills:

Operating Fund	$115,698.47
Public Employees Retirement Fund OASI	8,390.74
Indiana & Michigan Electric Co.	9,528.62
Indiana Employment Security Division	231.00
Library Building & Equipment Fund	56,354.79
LSCA - MURL Fund	7,867.41
Gift Fund	1,446.27

Mr. Tazian moved the bills be approved for payment. Mr. McMahan seconded. Motion carried.

8. Appropriation of $1,000 from the Gift Fund for a Textile Art Piece by Katherine Dolk. Mr. Mather suggested that the matter be referred to a committee for a recommendation to be received at the next Board meeting. He asked for volunteers and appointed Mrs. Vogel as chairperson. Mrs. Beaman, Mr. McMahan, and Mr. Tazian also volunteered to serve on the committee.

14. Other Business. None.

15. Adjournment. Mr. McMahan moved adjournment. Mr. Tazian seconded. Meeting adjourned.

BACKGROUND ON TEXTILE ART PROPOSAL

At its regular meeting on 22 October 1979, the Board of Library Trustees of the Fort Wayne Public Library received a proposal from textile artist Katherine Dolk to design and construct an original cloth banner, 45 inches wide by ten feet long, to be hung in space above the card catalog in the Main Library. Ms. Dolk's agent, Colleen Benninghoff, proposed to seek a donor for the piece, which the Library would receive as a gift. Mr. Mather moved acceptance of the offer. Mrs. Gates seconded. The motion carried.

Ms. Benninghoff has not been successful in finding a donor. If the Board of the Allen County Public Library wishes to carry through with the project, it would be possible to do so by appropriating $1,000 from the Gift Fund to pay Ms. Dolk for her work.

The enclosed brochure gives information on Ms. Dolk and her work. Color slides and samples will be available at the Board meeting on 28 August.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August 28, 1980

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JULY 14 - AUGUST 15, 1980

July 14	Postage	212	.19
15	Postage	212	2.08
16	Hauling trash	252	5.00
	Postage	212	.76
17	Postage	212	.78
18	Postage	212	5.38
21	Postage	212	4.59
23	Postage	212	3.82
25	Postage	212	1.59
28	Hauling trash	252	5.00
	Postage	212	.41
29	Postage	212	.52
30	Postage	212	.26
31	Postage	212	1.34
Aug. 1	Librarian's expense	214	10.71
	Gasoline	215	2.40
	Postage	212	8.84
4	Postage	212	9.62
5	Postage	212	3.64
6	Postage	212	1.47
7	Postage	212	1.23
8	Postage	212	.47
11	Hauling trash	252	10.00
	Postage	212	2.00
12	Postage	212	.80
13	Postage	212	.83
14	Postage	212	.86
15	Postage	212	1.16
			$85.75

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August 28, 1980

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JULY 1980

Main Library Fines		$1,942.56
Georgetown Branch Library	771.75	
Hessen Cassel Branch	332.36	
Little Turtle Branch	230.60	
Pontiac Branch	20.53	
Shawnee Branch	289.89	
Tecumseh Branch	206.64	
Waynedale Branch	255.05	
Bookmobile #4	23.50	2,130.32
Art & Recordings		355.08
Rent (Huhter - Annex)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot (Interest)		139.40
Copier Receipts		2,981.40
Tom's Snack Foods Commission		9.10
Subscription Fees		60.00
Insurance Claim		75.00
Telephone Pay Station Commission		10.75
Reserve Postals		42.15
Books		292.79
Pamphlets		25.50
County Fines		286.55
		$9,770.60

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — August 28, 1980

Coil & Dickmeyer, Inc.	Professional services in connection with parking lot Harrison & Washington	$2,450.00
Eagan Visual	"WHITE WONDER" Boards	429.00
Ewing Nursery & Landscaping, Inc.	For plants stolen from job site during landscape construction	74.10
Fort Wayne Newspapers, Inc.	Publication of Legal Notice	35.40
Group 4	Planters Alabaster	1,416.98
Hall's Motor Transit Co.	Freight charges (Tuohy Furniture Corp.)	395.45
The Highsmith Co., Inc.	Book trucks	332.26
Anthony Wayne Bank, Escrow Agent	Retainage for McKay Electric Co.	552.00
McKay Electric Company Inc.	Electrical work on the addition to the Fort Wayne Public Library	10,488.00
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel & Sons, Inc.	1,773.05
Schenkel & Sons, Inc.	General construction work on the addition to the Fort Wayne Public Library	33,687.90
Tuohy Furniture Corp.	Furniture for the new addition	4,720.65
		$56,354.79

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills August 28, 1980

Baker & Taylor Company	Books	$7,455.30
Brodart, Inc.	Books	412.11
		$7,867.41

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — August 28, 1980

Carol Barton	Hand puppets	48.00
Classic Company Inc.	Trophys	564.00
Mid-America Grocers, Inc.	Cookies, Kool Aid, Napkins, cups, bags, table cloth	209.79
Pretend Time Puppets Inc.	White Doggie Puppet	11.50
Universal Merchandise Company, Inc.	Balloon jets, modeling clay, running ball puzzle, star stickers, teeny bouncer balls, airplane, winner yo yo, rocket, space glider, hi bounce ball	612.98
		$1,446.27

APPROVED

Rickie J. Adelman

DIRECTOR

AGREEMENT

This Agreement is between the Board of Library Trustees of the Allen County Public Library, as Owner, and Theatre for Ideas, as Tenant, for the use of portions of the Owner's premises at 900 Webster St., Fort Wayne, Indiana 46802, for the purpose of the conduct of a series of public programs and public discussions on issues of current interest by Theatre for Ideas.

The parties agree as follows:

1. The Tenant will be entitled to use the premises during the following times:

    a. Office space: Monday through Friday, 8:00 a.m. to 5:00 p.m., from 2 September 1980 to 30 September 1981.

    b. Multipurpose room: Fridays, 6:00 p.m. to 10:00 p.m., 2 January 1981 through 11 September 1981, and 15 additional evenings to be mutually agreed upon between the parties.

2. The portions of the premises rented are the multipurpose room and adjacent vestibule and rest rooms on the ground floor of the Main Library and office space in the sub-basement of the Main Library.

3. The rent is $1.00 per year. The rent is due on 2 September 1980.

    The Tenant will examine the premises and accept the premises in their current condition in advance of occupancy. The Tenant is responsible for all damage or injury to the premises except for usual wear and tear, and the Tenant is further responsible for all loss or damage sustained by the Tenant and by third persons on the premises in the possession or control of the Tenant. The Tenant will indemnify and hold the Owner harmless from all liability to the Tenant and to such third persons for personal injury or property damage.

4. The Owner shall have no duty to repair the premises for the Tenant's use. The Owner shall have the duty to remove snow and ice for the safety of the Tenant and all third persons using the premises at the Tenant's invitation or with the Tenant's permission. The Owner shall have no duty to provide telephone service or other office support services to the Tenant.

5. The Tenant agrees to carry Liability and Property Damage Insurance to protect the Tenant and the Owner.

6. This Agreement may be cancelled by either party by giving thirty (30) days notice in writing. In the event the premises are rendered untenantable by fire or other casualty this Agreement shall be cancelled without notice.

7. The Tenant agrees to observe and cause all others on the premises at the Tenant's invitation or with the Tenant's permission to observe the following rules:

    a. No food or beverages will be sold on the premises.

    b. No alcoholic beverages or controlled substances shall be permitted on the premises. Any person violating this rule shall be removed from the premises forthwith.

    c. Parking shall be permitted under the Owner's regular parking arrangements.

    d. A temporary sign may be placed at the entrance of the premises by the Tenant prior to the events.

    e. The Owner will not be responsible for any personal property of the Tenant during events or in storage in the Owner's premises.

    f. The Tenant may move and rearrange the Owner's personal pro-

perty including multipurpose room seating for its own uses, provided, however, that the Tenant shall be responsible to return such personal property to the places in which it was found or to arrange for normal clean-up and maintenance.

g. Parts of the premises other than those rented may be used by the Owner for its own purposes.

In Witness of this Agreement, the Board of Library Trustees of the Allen County Public Library and Theatre for Ideas have executed this instrument this twenty-eighth day of August, 1980.

J. P. Mather

President
Board of Library Trustees
Allen County Public Library

Deborah Littlejohn, Secretary

Theatre for Ideas

Terry Doran, Director

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

28 August 1980

To: All Library Board Members

From: Rick Ashton and Steven Fortriede

Re: Video Studio Equipment

After careful review of all bids and consultation with Klopf Audio/Video and Thomas Fruechtenicht, Library Attorney, we recommend that the Library Board award the contract for the Video Studio Equipment to Thalner Electronics Laboratories of Ann Arbor, Michigan, for a contract price of $124,606.46. The next lowest bid was $138,220.20. Thalner is a reputable company, highly recommended by its customers and accepted by our consultant firm.

We recommend an alternate camera, the JVC KY 2000, in place of the Hitachi FP 1011 originally specified. The JVC camera was offered as an alternate item by each of the two lowest bidders. While the Hitachi camera is an excellent item with a long record of stability and reliability, the JVC camera is a better value because of its lower price, greater flexibility, and advanced design.

We recommend for purchase the following items specified in the bid of Thalner Electronics Laboratories:

Items 1 through 74, EXCEPT:	$118,409.46
items 1 - 5, delete and replace with alternate A-1 item 15.0, increase quantity to 3 item 15, second package, delete item 15, third package, delete item 58, delete	
Option 1	3,289.00
Option 3	1,059.00
Option 4	1,074.00
Option 7	0.00
Option 8	0.00
Option 10	775.00
TOTAL	$124,606.46

At its May meeting the Library Board allocated $95,000 for Video Studio equipment. Fort Wayne Cablevision will pay $30,585 for the equipment, in accordance with its agreement with the Library. The total sum available for this equipment is therefore $125,585. With a contract price of $124,606.46, there is a small surplus of $978.54.

KLOPF

KLOPF AUDIO / VIDEO COMPANY

3381 Successful Way Dayton, Ohio 45414 513-236-5500

August 26, 1980

The Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

RE: Thalner Electronic Laboratories, Inc.
7235 Jackson Road
Ann Arbor, Michigan 48103

To Whom It May Concern:

We have been acquainted with the Thalner Company and it's operation for approximately ten years.

I believe the company to be technically competent in the electronics field and as a systems contractor, their work to be thorough and complete in all respects.

Mr. Bob Thalner takes a personal pride and interest in the work his company performs.

Sincerely,

KLOPF AUDIO/VIDEO COMPANY

Richard H. Klopf, Jr.

Richard H. Klopf, Jr.
V.P. Marketing

RHK/bh

COIL & DICKMEYER, INC.

219-749-0125

Civil Engineers - Land Surveyors
6044 East State Blvd.
Fort Wayne, Indiana 46815

C. DAVID COIL, P.E., L.S., President
KERRY D. DICKMEYER, L.S., Vice-President

August 27, 1980

Dr. Rick Ashton, Director
Allen County Public Library
900 South Webster Street
Fort Wayne, Indiana

Dear Dr. Ashton:

In confirmation of our telephone conversation I recommend that the following contract awards be made on the basis of bids received August 21, 1980:

1) Air Cooled Condensing Units for Little Turtle Branch Library
Contract award to DVT, Inc. in the amount of $ 8,900.00 less amount for performance bond.

DVT, Inc. proposes the installation of Trane Co. units in lieu of the Westinghouse units which were specified. I consider Trane Co. equipment to be equal. DVT, Inc. is a wholly owned subsidiary of John Dehner, Inc. which indicates financial stability; hence, the recommendation for waiving performance bond.

2) Parking Lot Renovation - Harrison Street and Washington Boulevard

Bid A - Demolition of building, removal of signs, fences, poles, etc.,. Contract award to Martin, Inc. in the amount of $ 5,750.00 less amount for performance bond.

Bid B - Paving, resurfacing, striping, etc.,. Contract award to Martin, Inc. in the amount of $ 13,578.10 less the amount for performance bond. The amount of the recommended award is Martin;s bid for Bid B less the amount bid for entrance relocation. 19,328.10

Martin, Inc. did not submit the low bid for Bid A; however, I deem it advisable that one contractor perform the work under Bids A and B to avoid any controversy concerning responsibility for base failures and since Martin, Inc. did submit the low bids for the work outlined above, I have recommended this award. Martin, Inc. is a solid company and I do not believe that a performance bond is necessary.

I do not recommend an award for either Bid C or Bid D. My recommendations with regard to the parking lot are based on the premise that the Library

will operate the parking lot. If no award is made for Bid C, it will be necessary to select a building, contract for its installation and contract for the necessary utility installations. The preparation of the planting areas is included under Bid A but the furnishing and planting of the shrubs is under Bid C.

I trust that this will provide the information you require. If there is any question, please call.

Very truly yours,
Coil & Dickmeyer, Inc.

C. David Coil

C. David Coil, P. E.

29 August 1980

Mr. Kenneth Gerke
DVT,,Inc.
5425 Industrial Rd.
Fort Wayne, Indiana 46825

Dear Mr. Gerke:

I am pleased to inform you that the Board of Library Trustees of the Allen County Public Library has awarded to your firm the contract for furnishing and installing two air cooled condensing units at the Little Turtle Branch Library.

Please sign all four of the enclosed copies of the contract and return three copies to me.

I am pleased to have the opportunity to work with you, and I look forward to the speedy and successful completion of the project.

Sincerely,

Rick J. Ashton
Director

Enc.
cc: J. Belschner, Business Office
RJA/dno'n

29 August 1980

Mr. S. L. Smith
Martin, Inc.
4315 Meyer Rd.
Fort Wayne, Indiana 46806

Dear Mr. Smith:

I am pleased to inform you that the Board of Library Trustees of the Allen County Public Library has awarded to Martin, Inc. the contract for the parking lot renovation of the Harrison Street and Washington Boulevard Parking Lot. The contract is for Bid A as specified and Bid B with the omission of entrance removal and location. The deduction for the omission of entrance removal and location is $4725. Therefore, the total contract amount is $19,328.10.

C. David Coil will serve as the Library's liason with you on this project.

Please sign all four copies of the enclosed contract and return three signed copies to me. I look forward to working with you, and I hope that the work on the project will begin as soon as possible after 1 October 1980 and will proceed expeditiously.

Thank you for your interest.

Sincerely,

Rick J. Ashton
Director

Enc.
cc:C. David Coil
J. Belschner, Business Office
RJA/dno'n

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

29 August 1980

Mr. Robert R. Thalner, President
Thalner Electronics Laboratories, Inc.
7235 Jackson Rd.
Ann Arbor, Michigan 48103

Dear Mr. Thalner:

I am pleased to inform you that the Board of Library Trustees of the Allen County Public Library have awarded your firm the contract for the supply and installation of the Video Studio equipment in the addition to the main Public Library.

The enclosed contract documents have been signed by members of the Library Board. Please return two signed copies to me and retain one copy.

Steve Fortriede will be the Library's liason with you on this project. In addition, Klopf Audio/Video will act as a consultant to us during the completion of the project. We look forward to a good working relationship with you and to the speedy completion of the Studio.

Sincerely,

Rick J. Ashton
Director

Enc.
cc: Steve Fortriede
RJA/dno'n

3 September 1980

NOTICE TO AUTOMOBILE DEALERS

The Board of Trustees of the Allen County Public Library will receive bids for one Bookmobile truck until 3:00 p.m., EST, Thursday, September 25, 1980 at the Hessen Cassel Branch Library, 3030 East Paulding Rd., Fort Wayne, Indiana. No bids will be accepted after that time. The bids will be opened and publicly read aloud at a meeting of the Board of Trustees on September 25, 1980. The bidding shall be in conformance with specifications on file in the office of the Director of The Allen County Public Library, 900 Webster St., Fort Wayne, Indiana.

Bidders will be required to submit with their bids a certified check made payable to the Allen County Public Library or a bid bond in the amount of five (5) percent of the bid submitted. Proposals of bids shall be properly and completely submitted on State Board of Accounts' forms with required documents, if any, and including a non-collusion affidavit, bearing signatures of authorized officers of firms making submissions.

Successful bidders will be required to furnish executed performance bond with acceptable surety thereon in the amount of one hundred percent (100 percent) of each contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each bidder shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent

of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees

The Allen County Public Library

Sept. 8, 15, 1980

3 September 1980

NOTICE TO FUEL OIL DEALERS

The Board of Trustees of the Allen County Public Library will receive bids for furnishing fifty thousand (50,000) gallons more or less of fuel oil for delivery from October 1, 1980 through July 1981 until 3:00 p.m., EST, Thursday, September 25, 1980 at the Hessen Cassel Branch Library, 3030 East Paulding Rd., Fort Wayne, Indiana. No bids will be accepted after that time. The bids will be opened and publicly read aloud at a meeting of the Board of Trustees on September 25, 1980.

The bidding shall be in conformance with the specifications on file at the office of the Director of the Allen County Public Library, 900 Webster St., Fort Wayne, Indiana.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees

The Allen County Public Library

Sept. 8, 15, 1980

Board of Trustees of the Allen County Public Library [illegible]

[illegible] October 1, 1980 through June 1981 until [illegible]

[illegible] October 11, [illegible] at the Hanna Casel Branch Library, [illegible]

[illegible], Fort Wayne, Indiana. No bids will be accepted after [illegible]

[illegible] bids will be opened and publicly read aloud at a meeting of the [illegible]

[illegible] on September 22, 1980.

[illegible] in conformance [illegible] of the Director of the Allen County Public Library, [illegible]

[illegible] Fort Wayne, Indiana.

[illegible] reserves the right to reject any or all bids, [illegible]

[illegible] the lowest or any other bid and to waive informalities [illegible]

3 September 1980

NOTICE TO BOOK BINDERS

The Board of Trustees of the Allen County Public Library will receive bids for furnishing book binding to the Allen County Public Library for the year 1981 until 3:00 p.m., EST, Thursday September 25, 1980 at the Hessen Cassel Branch Library, 3030 East Paulding Rd., Fort Wayne, Indiana. No bids will be accepted after that time. The bids will be opened and publicly read aloud at a meeting of the Board of Trustees on September 25, 1980.

The bidding shall be in conformance with specifications and instructions to bidders on file in the office of the Director of the Allen County Public Library, 900 Webster St., Fort Wayne, Indiana.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees

The Allen County Public Library

Sept. 8, 15, 1980

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

19 September 1980

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

The enclosed materials are for your use in preparation for the Board meeting to be held September 25 at the Hessen Cassel Branch Library. I look forward to seeing you then.

1. Agenda.

2. Minutes of the August 28 meeting.

3. Summer Reading Program final report.

4. Planning Committee report.

5. Insurance proposal from Lupke-Rice Associates.

6. Recommendation from the Ad Hoc Committee on Art.

7. Proposed change in Library parking lot fees.

8. Bills and other financial reports.

RJA/dno'n

AGENDA

Allen County Public Library
Board of Library Trustees
September 25, 1980, 3:00 p.m.
Hessen Cassel Branch Library
3030 East Paulding Rd., Fort Wayne, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the August 28 Board meeting.

3. Report of the Director.

   a. Building Addition progress.

   b. Tax Adjustment Board hearing.

   c. Summer reading program final report.

   d. Planning Committee report.

   e. Little Turtle Branch Library property rezoning.

   f. Suggested Board meetings for the remainder of 1980:

      Thursday, October 23, 3:00 p.m., Monroeville Branch Library
      Tuesday, November 25, 3:00 p.m., Little Turtle Branch Library
      Tuesday, December 23, 3:00 p.m., Main Library

      Suggested 1981 organizational meeting:

      Thursday, January 8, 3:00 p.m., Main Library

   g. Other.

4. Opening of bids and awarding of contracts:

   a. Temporary loan.

   b. Bookmobile truck.

   c. Bookbinding contract.

   d. Fuel oil contract.

5. Approval of insurance proposal from Lupke-Rice Associates.

6. Approval of recommendation from the Ad Hoc Committee on Art.

7. Approval of extension of building sale contract with Fred Hunter.

8. Approval of proposed change in Library parking lot fees.

9. Appointment of Rick J. Ashton as the Library's representative on the Board of

1. Adoption of the Agenda.

2. Approval of the Minutes of the August 23 Board meeting.

Report of the Director.

c. Summer reading program final report.

f. The regular Board meetings for the remainder of 1980:

"Monday, October 27, 7:00 p.m., Gloucester Township Library
Tuesday, November 4, 3:30 p.m., Haddonfield Public Library
Thursday, December 27, 2:00 p.m., Main Library

Thursday, January 8, 3:00 p.m., Main Library

Consider of bids and quotations of contractors:

of insurance proposal from Tuckerton Associates.

of recommendation from the Ad Hoc Committee on Art.

of Mick J. Ashton

the Indiana Cooperative Library Services Authority.

10. Approval of the following salaried appointments:

    a. Pamela Bieri, Telecommunications $12,000

    b. Cynthia Blietz, Reference $10,200

11. Approval of payment for the following bills:

Operating Fund	$120,370.96
Public Employees Retirement Fund OASI	12,400.62
INCOLSA/AACR2	125.00
Indiana & Michigan Electric Company	8,411.58
Indiana Employment Security Division	120.58
Library Building & Equipment Fund	19,101.72

12. Other business.

13. Adjournment.

Following adjournment: A tour of the Hessen Cassel Branch Library.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

September 25, 1980

The Board met in regular session in the meeting room at Hessen Cassel Branch Library, 3030 East Paulding Rd., at 3:00 p.m. on September 25, 1980. Members present: Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mrs. Rae Gates, and Mr. Alan McMahan. Mrs. Koehlinger presided.

1. Adoption of the Agenda. Mr. McMahan moved adoption. Mrs. Beaman seconded. Motion carried.

2. Approval of the minutes of the August 28 regular meeting. Mrs. Gates moved approval of the minutes as submitted. Mr. McMahan seconded. Motion carried.

3. Report of the Director. Dr. Ashton reported on the following matters:

a. Building Addition progress. The Library has received certificates of substantial completion from the contractors. Final completion is expected within the next 3 to 4 weeks. No firm date on delivery of shelving has been received from the supplier.

b. Tax Adjustment Board hearing. He and Mrs. Belschner appeared before the Tax Adjustment Board on September 18. The Tax Adjustment Board approved the Library budget as advertised. The remaining steps include the State Tax Board field hearing in November and final setting of the levies by the State Board of Tax Commissioners.

c. Summer reading program final report. Three page report on the Summer Reading Program was distributed to the Board.

d. Planning Committee report. The Planning Committee has conducted a staff survey and is in the process of distributing a user survey questionnaire. Results will be tabulated within the next two weeks.

e. Little Turtle Branch Library property rezoning. The City Plan Commission has rejected the rezoning petition. Alternatives are under consideration.

f. The Board agreed upon the following schedule for remaining 1980 meetings:

Thursday, October 23, 3:00 p.m., Monroeville Branch Library
Tuesday, November 25, 1:30 p.m., Little Turtle Branch Library
Monday, December 22, 3:00 p.m., Main Library

1981 organizational meeting:

Thursday, January 8, 3:00 p.m., Main Library

g. Other. None.

4. Opening of bids and awarding of contracts:

a. Temporary loan. The following bids were received:

Anthony Wayne Bank	7%
Lincoln National Bank	6.59%
Indiana Bank	4 3/4%
Fort Wayne National Bank	6.25%

Mr. McMahan moved to award the contract to Indiana Bank. Mrs. Gates seconded. Motion carried.

b. Bookmobile truck. The following bids were received:

Allen County Motors	$17,727.00
Hefner Chevrolet	$15,463.00

Mr. McMahan moved to award the contract to Hefner Chevrolet. Mrs. Gates seconded. Motion carried.

c. Bookbinding contract. The following bids were received:

	Berrien Bindery	Heckman Bindery	Crawford Bindery
Books			
Up to 8"	2.95	2.95	2.86
8" - 9"	3.10	2.95	2.96
9" - 10"	3.25	2.95	3.07
10" - 12"	3.40	2.95	3.22
Over 12"	1.25 per "	2.95	1.25 per "
Periodicals			
Up to 10"	4.95	4.95	4.75
10" - 12"	5.45	4.95	5.15
12" - 14"	5.95	4.95	5.70
Over 14"	1.50 per "	4.95	1.50 per "

Mr. McMahan moved to award the contract to Heckman Bindery. Mrs. Beaman seconded. Motion carried.

c. Fuel oil contract. The following bids were received:

Lassus Fuel Company	89.9 per gal.
Summit City Standard	86.25 per gal.

Mr. McMahan moved to award the contract to Summit City Standard. Mrs. Gates seconded. Motion carried.

5. Approval of insurance proposal from Lupke-Rice Associates. Mr. McMahan moved the approval of the proposal as presented by Mr. Lupke. Mrs. Beaman seconded. Motion carried.

6. Approval of recommendation from the Ad Hoc Committee on Art. Mr. McMahan moved the approval of the recommendations as submitted. Mrs. Gates seconded. Motion carried.

7. Approval of extension of building sale contract with Fred Hunter. The contract is due to be paid off October 10, 1980 and Dr. Ashton asked the Board to extend the due date to January 10, 1981. Mr. McMahan moved approval of the extension to January 10, 1981. Mrs. Beaman seconded. Motion carried.

8. Approval of proposed change in Library parking lot fees. The rate per half hour presently is 20¢. Mr. McMahan moved to increase the rate to 30¢ per half hour. Mrs. Gates seconded. Motion carried.

10. Approval of the following salaried appointments:

a. Pamela Bieri, Telecommunications	$12,000
b. Cynthia Blietz, Reference	$10,200

Mrs. Beaman moved approval of the two salaried appointments. Mrs. Gates seconded. Motion carried.

11. Approval of payment for the following bills:

Operating Fund	$120,370.96
Public Employees Retirement Fund OASI	12,400.62
INCOLSA/AACR 2	125.00
Indiana & Michigan Electric Company	8,411.58
Indiana Employment Security Division	120.58
Library Building & Equipment Fund	19,101.72

Mr. McMahan moved the bills be approved for payment. Mrs. Gates seconded. Motion carried.

11.a. Approval of the Major Urban Resource Library Fund bills in the amount of $2,632.59. Mr. McMahan moved the approval of the bills. Mrs. Gates seconded. Motion carried.

12. Other business. Dr. Ashton informed the Board that the Library's Blue Cross/Blue Shield rates for the year November 1, 1980 to October 31, 1981, have been set at $40.60 per month for an individual member (increased from $33.93) and $106.40 per month for family membership (increased from $88.11). He proposed that the Library continue its policy of paying the entire amount, less $1.00 per year, for individual members, and an equivalent amount for family memberships. Mr. McMahan moved approval of this proposal, with the provision that the Library seek competitive bids for its health insurance program for the year beginning November 1, 1981. Mrs. Beaman seconded. Motion carried.

13. Adjournment. Mr. McMahan moved adjournment. Mrs. Gates seconded. Motion carried.

September 10, 1980

Mr. Carl A. Gunkler, President
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Gunkler:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for the general operating fund. The Board will require on an in and out basis the total of $900,000.00 for operating expenses for the period October 10, 1980 until December 31, 1980, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on September 25, 1980 at 3:00 p.m. in the meeting room of the Hessen Cassel Branch Library, 3030 East Paulding Rd., Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an Affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. George R. Mather, President
Board of Trustees
Hessen Cassel Branch Library
3030 East Paulding Rd.
Fort Wayne, Indiana 46816

Yours very truly,

Rick J. Ashton
Director

RJA:jjb

COPY

September 10, 1980

Mr. Carl A. Gunkler, President
Lincoln National Bank and Trust Co.
111 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Gunkler:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for the general operating fund. The money will remain on an in and out basis the total of $900,000.00 for operating expenses for the period October 10, 1980 until December 31, 1980, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on September 25, 1980 at 3:00 p.m. in the meeting room of the Hessen Cassel Branch Library, 3030 East Paulding Rd., Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Each Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an affidavit that he reasonably estimates between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid, and may waive formalities in bidding.

The bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. George E. Tatman, President
Board of Trustees
Hessen Cassel Branch Library
3030 East Paulding Rd.
Fort Wayne, Indiana 46816

Yours very truly,

Rick J. Ashton
Director

RJA:jjk

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donnelly P. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr.William G. Kemp, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

COPY

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donald P. McDonald Jr., President
Peoples Trust and Savings Co.
912 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William G. Kemp, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
American Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

September 23, 1980

Mr. George R. Mather, President
Board of Trustees
Hessen Cassel Branch Library
3030 East Paulding Road
Fort Wayne, Indiana 46816

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. Mather:

Per Mr. Rick J. Ashton's letter dated September 10, 1980, we have been asked to bid on a temporary loan dated October 10, 1980 for the sum of $900,000.00 due and payable on or before December 31, 1980. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 4 3/4 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Vice President/Investment Officer

TGB/jlh

FORT WAYNE NATIONAL BANK

FORT WAYNE, INDIANA 46802 · (219) 426-0555

September 19, 1980

Mr. George R. Mather, President
Board of Trustees
Hessen Cassel Branch Library
3030 East Paulding Road
Fort Wayne, Indiana 46816

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $900,000 to be used for operating expenses during the period from October 10, 1980 until December 31, 1980.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $900,000 we bid:

Six and Twenty-Five Hundredths Per Cent
(6.25) per annum

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM:mm

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA)
COUNTY OF ALLEN) ss:

RICHARD R. MONN, Vice President of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $900,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 19th day of September, 1980.

FORT WAYNE NATIONAL BANK

By: Richard R. Monn
Richard R. Monn, Vice President

Subscribed and sworn to before me this 19th day of September, 1980.

Mary L. Miller
Mary L. Miller, Notary Public
Resident of Allen County, Indiana

My commission expires:

Oct. 16, 1981

LINCOLN NATIONAL BANK AND TRUST COMPANY

116 EAST BERRY STREET
FORT WAYNE, INDIANA
46802

September 25, 1980

Mr. George R. Mather, President
Board of Trustees
Hessen Cassel Branch Library
3030 East Paulding Rd.
Fort Wayne, Indiana 46816

Dear Mr. Mather:

Pursuant to the legal notices thereof recently published and under the terms outlined in your letter of September 10, 1980, for sealed bids to be submitted September 25, 1980 at 3:00 p.m. in the meeting room of the Hessen Cassel Branch Library, 3030 East Paulding Road, this bank will be pleased to loan $900,000.00 to the Allen County Public Library on the basis outlined in the notices and letter at a rate of 6.59 per cent per annum (365 day basis) with no premium. Interest shall be payable at maturity computed from date of borrowing with right of prepayment.

This bid is subject to our receiving the usual resolution for authorization of subscribing officers and your own attorney's approving legal opinion.

Sincerely,

Ned E. Lee

Ned E. Lee
Assistant Vice President

NEL:lsc

1905·1980
75

NONCOLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

NED E. LEE, being duly sworn upon oath, says that he has executed the foregoing bid as Assistant Vice President of and for and on behalf of LINCOLN NATIONAL BANK AND TRUST COMPANY OF FORT WAYNE, being duly authorized so to do; and that said bid has been made and submitted by said Bank independently, free of any collusion or understanding of any kind with any other bidder.

Ned E. Lee

Ned E. Lee
Assistant Vice President

Subscribed and sworn before me this 25th day of September, 1980.

Marcella M. Maddox

Marcella Maddox, Notary Public

My Commission Expires:
April 11, 1984

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802
ph. (219) 423-3611

Howard W. Zimmerman
Vice President

September 12, 1980

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Mr. Mather:

In response to your letter of September 10, 1980, we respectfully submit our bid for a temporary loan of $900,000.00 to the Board of Trustees of the Fort Wayne Public Library.

We offer an annual rate of interest of 7% on any amount borrowed between October 10, 1980 and June 30, 1981.

I hereby affirm that neither I, nor any of the official staff of the Anthony Wayne Bank, have colluded or discussed this bid with any other possible bidder for this loan.

Very truly yours,

Howard W. Zimmerman
Vice President

/kdg

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

19 September 1980

To: All Library Board Members

From: Rick Ashton

Re: Planning Committee Report

After a long hiatus, the Planning Committee has resumed its activities with new vigor.

The current work of the Committee centers on the gathering of information concerning the Library, the community, and the attitudes and interests of people in the community toward the Library. Recent efforts in these areas have included a questionnaire distributed to all staff members seeking opinions and information from their particular vantage points. The questionnaires have been received and tabulation of results is now in progress. We are also in the process of administering a survey to users of the Library, to discover what services they use, what services they find most important, and what kind of developments they would like to see occur within the Library. We expect to have the responses to this survey tabulated within the next two weeks.

The next task of the Planning Committee will be to attempt to delineate some of the specific goals and objectives of the Library. Our work at this stage will of course be submitted to the Board for review.

RJA/dno'n

LUPKE
RICE ASSOCIATES

500 Commerce Building • 127 West Berry Street • P.O. Box 10718 • Fort Wayne, Indiana 46853 • (219) 424-4150

INSURANCE PROPOSAL

FOR

ALLEN COUNTY PUBLIC LIBRARY

PUBLIC OFFICIALS AND EMPLOYEES LIABILITY

LUPKE
RICE ASSOCIATES

500 Commerce Building • 127 West Berry Street • P.O. Box 10718 • Fort Wayne, Indiana 46853 • (219) 424-4150

The Coverage

The policy will pay on behalf of the insureds or will reimburse the public entity for all loss because of a wrongful act committed by either the insured on the public entity provided the claim is first made during the policy period.

A) Wrongful act is; any actual or alledged error or misstatement or misleading statement or act or omission or neglect or breach of duty, including misfeasance, malfeasance and non-feasances.

B) Loss; shall mean any amount which an insured or the public entity may be legally obligated to pay. It shall include, but not be limited to; damages, judgements, settlements and costs, costs of investigation and defense of legal action, claims or proceedings and appeal therefrom, cost of attachments or similar bonds (excluded are fines or penalties imposed by law).

C) Public entity - Allen County Public Library

D) Insureds - all persons who were, now are, or shall be lawfully elected or appointed officials and members of Allen County Public Library and shall include employees of Allen County Public Library.

This summary describes in general terms the essential features of the policy. It does in no way alter the terms of the policy.

Limit of Liability	Annual Premium	3-Year Pre-Paid Premium
$1,000,000	$1,549	$4,186

A $2,500 deductible applies for each loss of public entity.
A $500 deductible applies for each public official or employee for loss which cannot be indemnified.

Companies solicited: 1) International Surplus Lines Insurance Company (Above Proposal), 2) Forum Insurance Company ($3,040 Annual), 3) First State Insurance Company ($3,700 Annual), 4) Seaboard Surety ($1,376 Annual - $5,000 Deductible, 5% Participation, Covers only Officials)

By: James F. Turk
Duane E. Lupke
Lupke-Rice Associates

September 25, 1980

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

19 September 1980

To: All Library Board Members

From: Patricia Vogel, Chairman, Ad Hoc Committee on Art
Patricia Vogel RJA

Re: Committee Recommendation on Art Selection

After viewing samples of the work of textile artist Katy Dolk and discussing the matter, the Committee wish to make the following recommendations to the full Board:

1. That the Board not appropriate funds to pay Ms. Dolk for the item which was previously discussed as a gift with the Fort Wayne Public Library Board.

2. That the Board appropriate $1000 from the Gift Fund for a prize for an open art competition to be held by the Library.

3. That the competition have the purpose of commissioning a work of art to honor Mr. Robert Vegeler and beautify the main Library building.

4. That the medium be unspecified, and that works of painting, sculpture, textile work, ceramics, and other media be acceptable in the competition.

5. That the competition be open to all artists resident in Indiana.

6. That the managing of the competition and the judging of the works of art be conducted by a committee which would include Dr. Ashton, Mr. James Bell, Director of the Fort Wayne Museum of Art, two other persons to be selected, and myself as chairman.

We hope that the Board will act favorably upon these recommendations.

MPV/dno'n

TELEPHONE: 422-6456

CARL D. LIGHT, REALTOR
SUITE 250—METRO BLDG.
202 WEST BERRY STREET
FORT WAYNE, INDIANA 46802

September 10, 1980

Dr. Rick Ashton
Public Library of Fort Wayne
900 Webster Street
Fort Wayne, IN 46802

Dear Dr. Ashton:

I would like to recommend that the rates being charged on the Library parking lots be increased.

Presently, the rates are 20¢ each half hour, and $2.50 all day. The rate per half hour is very low, relative to other lots in the same area.Because of this, we are pulling in customers who are not patronizing the Library and are doing a disservice to Library patrons who need easy access to the Library.

I feel that the rate could be increased to 25¢, or possible 30¢ each half hour, without driving away business. The existing daily rate is in line with other lots and does not need to be increased.

Thank you for your consideration of this recommendation.

Sincerely,

Tim W. Breuning

TIM W. BREUNING

R.E.A.D. '80

1980 Summer Reading Program

Final Report and Evaluation

THE PURPOSE

To encourage children to maintain and improve their reading skills and to develop an appreciation for the joys of reading.

THE PROGRAM

R.E.A.D.'80 was the first attempt by this library in recent years to operate a coordinated summer reading program. In prior years, a few individual branches had operated separate programs on a small scale. Total registration in these programs in 1979 was approximately 360 children.

For 1980, a concerted effort was made to recruit libraries into a statewide reading program under the name "The Funnybone Club." A number of libraries in the Tri-ALSA area rejected this theme and developed their own program under a space-and-computers theme titled R.E.A.D.'80. Allen County Public Library elected to participate in this program.

Children were encouraged to register in advance for the program. Publicity was carried out through posters in and near libraries and bookmobile stops, announcements passed out in elementary schools, and word of mouth. For each book checked out between May 27 and August 2, participating children were given a Reading Record bookmark to fill out with their name, the title of the book, and the date. An optional section of very general questions attempted to elicit the child's response to the book. When the library books were returned, the Reading Records formed the basis for a unit record of each book read by each child. In many agencies, a record of the number of books read by each child was prominently displayed. Children were encouraged to read at or above their grade level and to check out books from any library agency.

THE PARTICIPATION

All agencies, Children's Room, bookmobiles, and branches participated in the program. All agencies carried out publicity, usually in the form of posters placed in the library and the surrounding area. Many agencies sponsored special events: Harlan, Hessen Cassel and Waynedale hosted the "moonwalk" provided free by the Fort Wayne Park Department. Tecumseh offered a program on sunspots and free viewing through an 8" telescope courtesy of Mr. Dick Evans. Pontiac conducted weekly craft classes on Wednesdays and film showings on Thursdays. Waynedale had a clown and magic show which drew 160 children. All branches and the Children's Room held awards parties during the two weeks following the program. Bookmobile children were encouraged to attend the Children's Room party. Prizes were distributed, refreshments provided, and games, films, and live entertainment enjoyed by all.

A total of 4,117 children enrolled in the ACPL program. (By comparison, The Funnybone Club which included 74 libraries reported a total enrollment of 4,856 statewide). Of the 4,117 children, 3,421 (83%) read at least one book; 39% read at least 15 books; and 13% read at least 40 books. The total number of books read was 74,699 (Children's Room 3860, bookmobiles 7725, and branches 63.114). The average was 21.8 books per child.

The 4,117 children represented school grades from preschool through 9th grade. More than half of the total had just completed grades 1,2, or 3. From a survey conducted at the end of the program, we learned several important facts about our participants:

* 62 respondants reported that the parent initiated the child's participation in the program.
* 63 reported the child initiated the participation.
* 34 reported that both were equally responsible.
** 32.7% reported visiting the library at least weekly prior to the program.
** 42.8% reported visits at least monthly.
** 18.2% reported visits less than monthly.
** 6.3% reported they had never visited the library prior to the program.
*** 87% of parents accompanied their children to the library (including 100% of the first-time users); 67% of the parents checked out books for their own use.
**** 45% reported they learned about the program from some source outside of the library.

THE PRIZES

The two greatest prizes for the Library were the increased level of public awareness and favorable public reaction encountered and the developing perception on the part of at least some staff that the extension of their efforts beyond that which they have come to consider "normal" was professionally rewarding, personally satisfying, and fun besides.

Participating children were given prizes according to the numbers of books read---A Certificate of Participation for 1 book, Fun Packets for 15 and 40 books, and trophies for the top readers in each grade category. Fun Packets contained games, mazes, crosswords, a puppet, a child's cookbook of space goodies, a R.E.A.D.'80 T-shirt transfer, a mobile, a ball, a coupon for free admission to the African Veldt, a coupon for free french fries, and other items, many of which were created by our staff and prepared in our own print shop. Fun Packets for children who achieved 40 books contained additional materials. Packets varied slightly according to the age of the child for whom they were intended, but typically included upwards of 30 separate items. In addition, each child's Reading Record cards were returned so that the child might show parents and teachers the evidence of the summer work.

Trophies were specially designed with the R.E.A.D.'80 logo and presented to the two children who read the most books in each grade category at each agency. Over 230 trophies were awarded.

When questioned as to what aspect of the program they liked best, many of the children replied, "The Prizes!" It is significant, however, that an even larger number agreed with little Angela from Hessen Cassel who wrote, "I liked the whole program. What I liked best is reading."

There was some discussion among the librarians as to whether it was proper to encourage children to compete for prizes. In our followup questionnaire, we explained the question and solicited the opinions of parents. An overwhelming majority of 80.5% favored competitive reading while only 9% opposed the competitive factor. 11% reported no opinion.

THE PROBLEMS

Most of the problems identified resulted from overfulfilled expectations. We had prepared materials, and the staff, for perhaps 1,000 children reading 10 to 12 books each. We exceeded the anticipated number of children by more than 300% and the total number of books by more than 700%. Had it not been for the capability, and good humor, of Don Rust and his staff in the Print Shop in the face of repeated calls for "More!", the program would have foundered within its first month. Much credit is also due to those staff members, in all agencies, who bore up under workloads suddenly far in excess of their past experiences. (The record increase was Monroeville, in July---302%, more than 4 times the circulation of the previous July. Monthly increases of a mere 50% were sufficiently common as to be considered unremarkable).

Very few problems were reported by the children. A few were disappointed to find that they had read only one or two books less than the number needed to receive a prize packet, but no one reported a complaint. Some children had trouble finding the books they wanted, particularly at Georgetown where the volume of use was high enough to cause a temporary depletion in some areas of the collection. A few parents and children questioned the large numbers of books reported by some other children; but the librarians did attempt to ensure that books reported were actually read. And one 7th grade boy thought his prize packet was "too juvenile"--he was probably right.

THE PROGNOSIS

Plans are already under way, statewide, for the 1981 summer reading program under a theme relating to hot air ballooning. Materials and printing masters are promised for early spring, in plenty of time for an active publicity campaign and enrollment drive. The second time around we should have our expectations more in line with reality, our rules and procedures clearly defined, and our staff properly prepared. Our first effort was a major success; future efforts should be designed to extend that success and to retain some measure of the increase throughout the regular school year.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

September 25, 1980

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

AUGUST 1980

Main Library Fines		$1,709.55
Georgetown Branch Library	638.91	
Hessen Cassel Branch	276.00	
Little Turtle Branch	203.65	
Pontiac Branch	26.90	
Shawnee Branch	254.68	
Tecumseh Branch	169.29	
Waynedale Branch	189.25	
Bookmobile #4	50.50	
Bookmobile #5	20.00	1,829.18
Art & Recordings		226.50
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts		2,000.00
Copier Receipts		4,348.56
Paper Bag Receipts		35.00
Tom's Snack Foods Commission		9.10
Subscription Fees		100.00
Telephone Pay Station Commission		19.07
ILA - Legislative Committee Travel		52.00
Reserve Postals		27.42
Books		170.13
Pamphlets		65.70
County Fines		332.72
		$12,344.93

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

September 25, 1980

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES AUGUST 16 - SEPTEMBER 15, 1980

Aug. 18	Postage	212	12.31
19	Postage	212	1.12
	Lawn mower parts	242	5.00
	Pamphlet	731	5.72
20	Postage	212	.26
	Librarians expense (Indpls.)	214	5.55
21	Pamphlets	731	9.10
	Hauling trash	252	5.00
	Postage	212	1.87
22	Postage	212	.83
25	Postage	212	2.87
26	Postage	212	1.51
27	Postage	212	.52
28	Postage	212	.73
29	Postage	212	3.18
Sept. 3	Postage	212	1.37
4	Postage	212	3.97
5	Postage	212	.19
8	Postage	212	.26
9	Postage	212	6.39
10	Postage	212	5.77
11	Postage	212	.34
15	Postage	212	10.52
			$84.38

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills September 25, 1980

Fort Wayne Newspapers, Inc.	Publication of Legal Notice	$ 42.50
Group 4	Planters Alabaster	478.45
Jankowski Associates, Architects	Professional services	6,215.93
Lee Company Inc.	Natural Cork Bulletin Boards	180.45
Samsonite Furniture	Chairs	4,217.39
Shambaugh & Son, Inc.	Mechanical work on the addition to the Fort Wayne Public Library	7,967.00
		$19,101.72

Jeanette Mehan

Lee Gale

LuAnn Beaman

Mary Kadlecek

APPROVED

Bill J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills September 25, 1980

Baker & Taylor Company	Books	$2,632.59

Jean McMahan

Rae Yates

Julann Seaman

Mary Kaehlinger

APPROVED

DIRECTOR

INCOLSA

INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY

1100 WEST 42nd STREET • INDIANAPOLIS, INDIANA 46208 • Phone (317) 926-3361

CERTIFICATE

At a meeting of the governing authority of the Allen County Public Library held 25 September 1980 Rick J. Ashton (Name of Director) was duly appointed a Director to the Indiana Cooperative Library Services Authority, representing our Library, for a three-year term, effective July 1, 1979 - June 30, 1982 (unexpired term of James Broderick).

Signed: Joe Haley
Secretary

Allen County Public Library
Library

INCOLSA

INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY

1100 WEST 42nd STREET • INDIANAPOLIS, INDIANA 46208 • Phone (317) 926-3361

August 27, 1980

Mr. Rick Ashton, Admin. Assistant
Fort Wayne Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Rick:

James Broderick was the official representative to the INCOLSA Board of Directors for a three year term, 7/79-6/30/82). You indicated that he retired in May 1980. Therefore, the Fort Wayne Public Library will need to appoint a new representative to the Board. Enclosed herewith is a Certificate for your use in designating the new representative to the Board to fill Mr. Broderick's unexpired term.

Sincerely,

Jan Alexander

Jan Alexander
Asst. Executive Director

JA/jg
Enc.

admin
orig
photocopy to JJB for minutes

FYA

(see attachment)

Jackie: file

DUNTEN, BECKMAN, LAWSON, FRUECHTENICHT & SNYDER

LAWYERS

FREDERICK A. BECKMAN
JACK W. LAWSON
THOMAS E. FRUECHTENICHT
STEPHEN R. SNYDER

JOHN H. BRANDT

2410 FORT WAYNE BANK BUILDING

FORT WAYNE, INDIANA 46802

LOUIE H. DUNTEN 1976

TELEPHONE
423-1602
AREA CODE 219

September 24, 1980

Mr. Rick Ashtor, Director
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana

Dear Rick:

Enclosed is a copy of materials sent by the Plan Commission to the Common Council regarding our zoning petition for your information.

Very truly yours,

DUNTEN, BECKMAN, LAWSON,
FRUECHTENICHT & SNYDER

Thomas E. Fruechtenicht

TEF/bc

Enclosure

THE CITY OF FORT WAYNE

CITY-COUNTY BUILDING • ONE MAIN STREET • FORT WAYNE, INDIANA 46802

city plan commission

23 September 1980

Members of the Common Council
City-County Building
One Main Street
Fort Wayne, IN 46802

Gentlemen and Mrs. Schmidt:

Attached hereto is a copy of a resolution pertaining to one (1) zoning ordinance amendment acted upon by the City Plan Commission at their regular meeting held September 22, 1980. In addition to the reasons outlined in the resolution, the following are additional remarks pertaining to the ordinance involved.

1. Bill No. Z-80-08-26

2. From B-1-B to B-3-B

3. Intended Use: Carpenter's Shop for Public Library

4. Plan Commission Recommendation: DO NOT PASS

   This ordinance received a DO NOT PASS recommendation for the following reason:

   a. The area which surrounds this property consists of either neighborhood businesses or residential uses. It is our opinion that this request is not in the best interest of the area, since it would permit uses that would not be compatible.

If there are any questions with regard to this ordinance, please feel free to call on us.

Respectfully submitted,

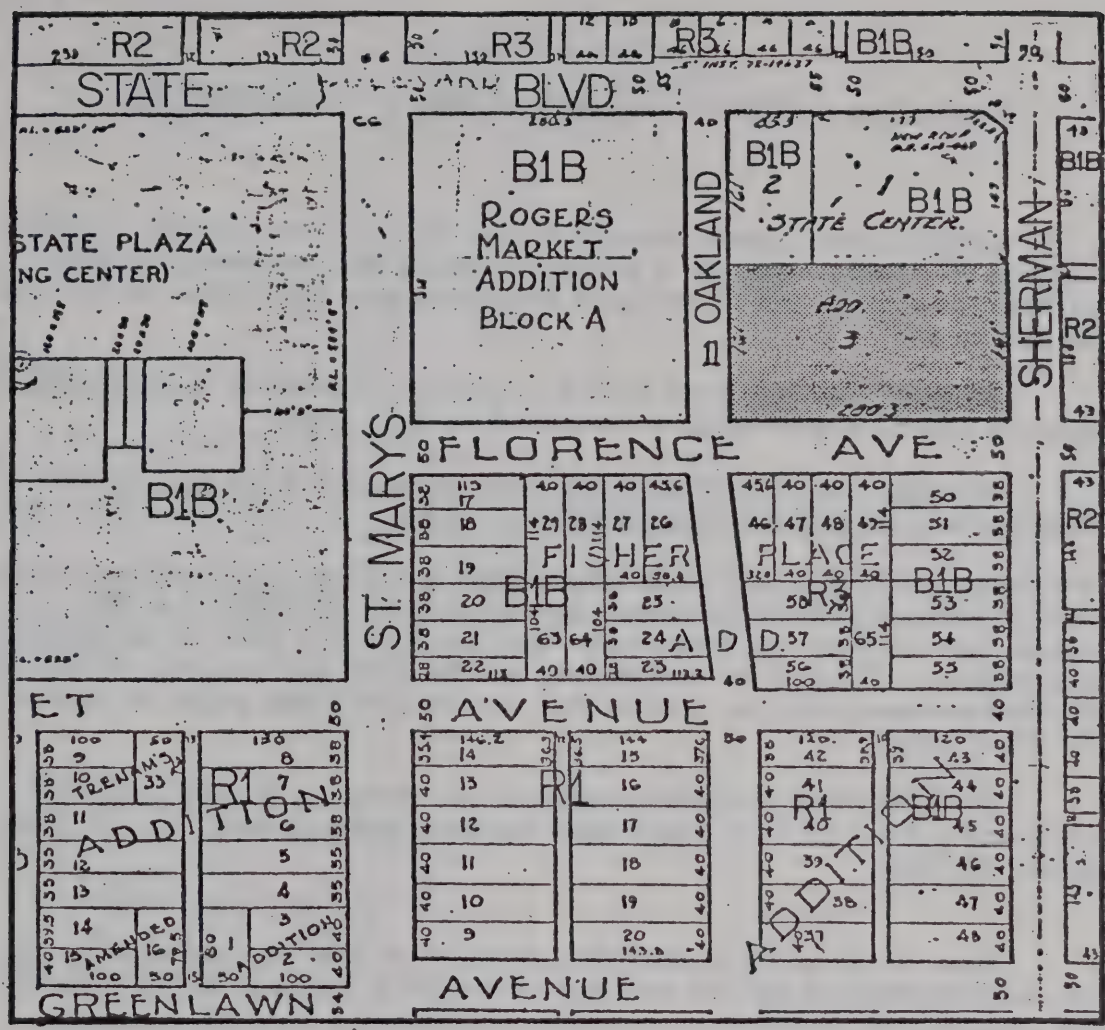
COMMUNITY DEVELOPMENT AND PLANNING

Gary F. Baeten pb

Gary F. Baeten
Senior Planner

GFB:pb

Attachments



AN APPEAL FOR A ZONING CHANGE FROM A B1B TO A B3B.

CASE NO.

MAP NO. K-14

DATE: 7-25-80

Z-80-08-26

RESOLUTION OF ZONING ORDINANCE AMENDMENT RECOMMENDATION

WHEREAS, the Common Council of the City of Fort Wayne, Indiana, on August 26, 1980, referred a proposed zoning map amendment to the City Plan Commission which proposed ordinance was designated as Bill No. Z-80-08-26; and,

WHEREAS, the required notice of public hearing on such proposed ordinance has been published as required by law; and,

WHEREAS, the City Plan Commission conducted a public hearing on such proposed ordinance on September 15, 1980;

NOW THEREFORE, BE IT RESOLVED that the City Plan Commission does hereby recommend that such proposed ordinance DO NOT PASS for the reasons that no need has been shown for the Land Use Plan to be amended, the amendment will not be in the best interest of and benefit to the City, and the amendment will be detrimental to and conflicts with the overall City Plan; and,

BE IT FURTHER RESOLVED that the Secretary is hereby directed to present a copy of this resolution to the Common Council at its next regular meeting.

This is to certify that the above is a true and exact copy of a resolution adopted at the meeting of the Fort Wayne City Plan Commission held September 22, 1980.

Certified and signed this
23rd day of September 1980.

Joyce Schlatter

Joyce Schlatter
Secretary

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

17 October 1980

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

The enclosed materials will help you prepare for the next Board meeting, to be held Thursday, October 23, at the Monroeville Branch Library, at 3:00 p.m.

1. A map.

2. Agenda.

3. Minutes of the September 25 Board meeting.

4. Planning Committee report.

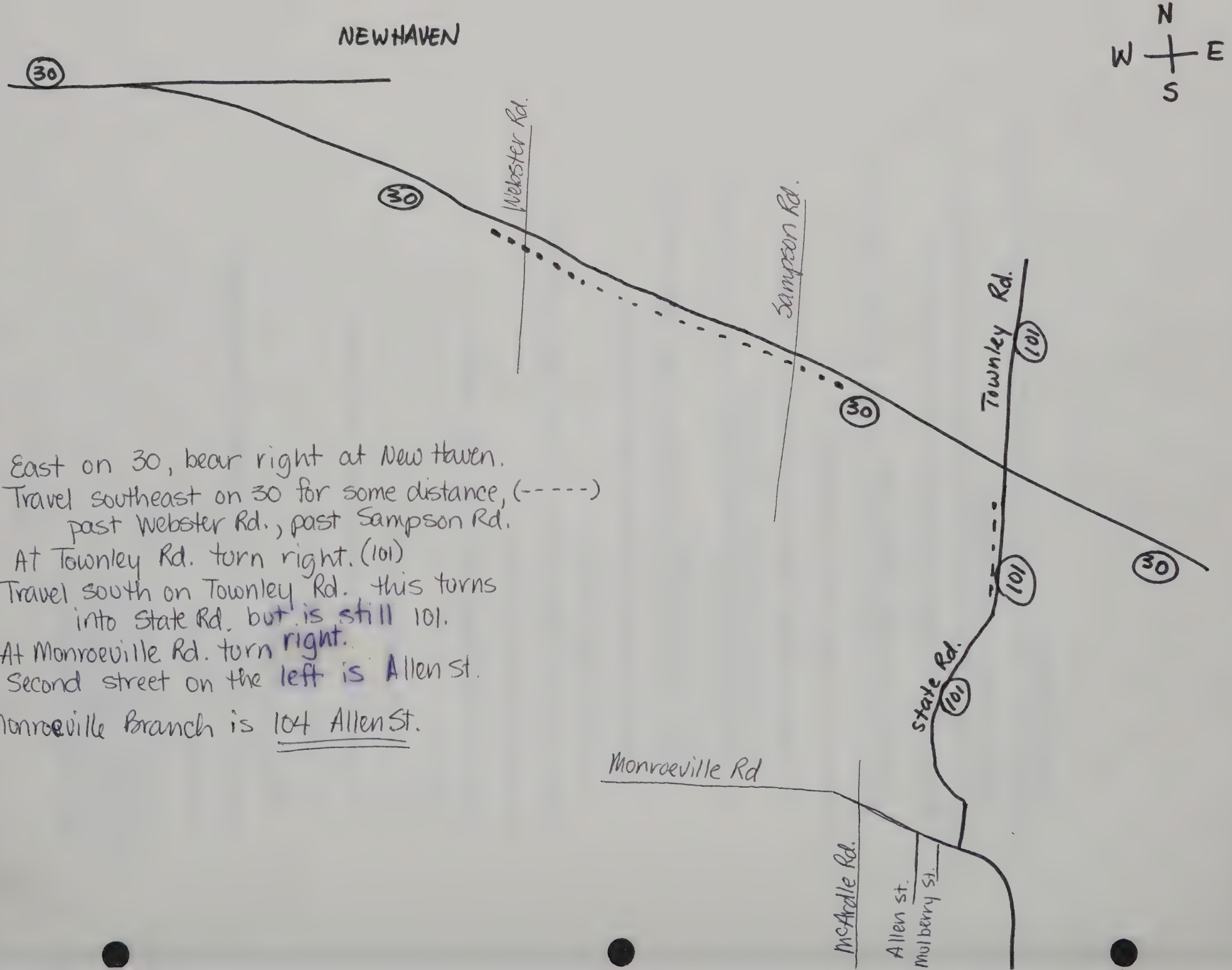
5. Proposed By-Laws.

6. Proposed Fund Transfer resolution.

7. Bills and other financial reports.

I look forward to seeing you Thursday in Monroeville.

RJA/dno'n



East on 30, bear right at New Haven.
Travel southeast on 30 for some distance, (- - - - -)
past Webster Rd., past Sampson Rd.
At Townley Rd. turn right. (101)
Travel south on Townley Rd. this turns
into State Rd. but is still 101.
At Monroeville Rd. turn right.
Second street on the left is Allen St.

Monroeville Branch is 104 Allen St.

AGENDA

Allen County Public Library
Board of Library Trustees
October 23, 1980, 3:00 p.m.
Monroeville Branch Library
104 Allen St., Monroeville, Indiana

1. Adoption of the Agenda.

2. Approval of the Minutes of the September 25 Board meeting.

3. Report of the Director.

    a. Building Addition progress.

    b. State Board of Tax Commissioners field hearing.

    c. Planning Committee report.

    d. Other.

4. Report on Main Library Master Plan. Mr. Jankowski.

5. Adoption of proposed By-Laws.

6. Approval of the following Additional Appropriation resolutions:

    a. Operating Fund $1,837.50

    b. Library Building and Equipment Fund $30,585.00

    c. Library Services and Construction Act: Major Urban Resource Library Fund $10,500.00

    d. Library Services and Construction Act: Service to the Blind and Physically Handicapped $20,448.00

    e. Phonograph Record Room Fund $3,057.00

7. Approval of a Fund Transfer resolution.

8. Approval of the transfer of $40,000 from the 1980 Operating Fund to the Library Improvement Reserve Fund.

9. Adoption of a recommendation concerning the carpenter shop.

10. Approval of a resolution to advertise for bids for carpeting of certain areas of the Main Library.

11. Approval of a change order with Thalner Electronics, $109.00 reduction of contract amount.

12. Approval of payment of the following bills:

Operating Fund	$73,443.86
Library Bldg. & Equip. Fund	65,689.56
Gift Fund	3,534.14
Public Employees Retirement Fund, OASI	7,993.98
Public Employees Retirement Fund	8,388.11
Indiana & Michigan Electric Co.	10,353.10
Indiana Library Association	705.25
Lincoln Natl. Life Insurance Co.	2,664.54
Indiana Employment Security Div.	211.00

13. Other business.

14. Adjournment.

REMINDER: The next Board meeting will be held Tuesday, November 25, 1980, at 1:30 p.m. at the Little Turtle Branch Library, 2201 Sherman Street.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

October 23, 1980

The Board met in regular session at the Monroeville Branch Library, 104 Allen St., Monroeville, Indiana at 3:00 p.m. on October 23, 1980. Members present were: Mr. George R. Mather, Mrs. Rae Gates, Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger, Mrs. Patricia Vogel and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.

2. Approval of the Minutes of the September 25 Board meeting. The Board approved the minutes as submitted.

3. Report of the Director. Dr. Ashton reported on the following matters:

a. Building Addition progress. The building itself is all but finished. The shelving vendor has set dates of November 5 and 12 for shipment, with completion of the job by November 20. If these dates are met, the new wing will open in January 1981.

b. State Board of Tax Commissioners field hearing. The hearing is set for November 24, 1980.

c. Planning Committee report. A six page report concerning Staff and User Surveys was distributed to the Board.

d. Other. A reminder to Board members interested in attending the ILA-ILTA 1980 conference November 5 - 7.

4. Report on Main Library Master Plan. Mr. James Jankowski presented to the Board thirteen Interior Master Plans depicting proposed changes in the existing facility. After several questions, the Board thanked Mr. Jankowski for his work.

5. Adoption of proposed By-Laws. The Board adopted the proposed By-Laws, as amended. (Copy enclosed).

6. Approval of the following Additional Appropriation resolutions. A public hearing was held. The president invited anyone to speak to the resolutions. No persons spoke.

a. Operating Fund $1,837.50

b. Library Building and Equipment Fund $30,585.00

c. Library Services and Construction Act: Major Urban Resource Library Fund $10,500.00

d. Library Services and Construction Act: Service to the Blind and Physically Handicapped $20,448.00

e. Phonograph Record Room Fund $3,057.00

The Board adopted the five Additional Appropriation resolutions.

7. Approval of a Fund Transfer resolution. The Board approved the proposed resolution to transfer funds between major classifications of the 1980 operating budget.

8. Approval of the transfer of $40,000 from the 1980 Operating Fund to the Library Improvement Reserve Fund. The Board approved the transfer.

9. Adoption of a resolution concerning the carpenter shop. The Board adopted the following resolution: The Board of Library Trustees of the Allen County Public Library resolve to discontinue the operation of the Library's carpenter shop no later than January 31, 1981, and to arrange for the appropriate disposition of the equipment and materials in the shop at the earliest possible time.

10. Approval of a resolution to advertise for bids for carpeting of certain areas of the Main Library. The Board approved the resolution.

11. Approval of a change order with Thalner Electronics, $109.00 reduction of contract amount. The Board approved the change order.

12. Approval of payment of the following bills:

Operating Fund	$73,443.86
Library Bldg. & Equip. Fund	65,689.56
Gift Fund	3,534.14
Public Employees Retirement Fund, OASI	7,993.98
Public Employees Retirement Fund	8,388.11
Indiana & Michigan Electric Co.	10,353.10
Indiana Library Association	705.25
Lincoln National Life Insurance Co.	2,664.54
Indiana Employment Security Division	211.00

The Board approved the bills for payment as submitted.

13. Other business. a. Proposed Policy on Retirement was presented to the Board as follows: "Each employee shall retire from employment at the Library no later than the end of the month in which the employee's seventieth (70th) birthday occurs, unless the Director of the Library requests that the employee continue to work and the employee agrees to do so. The retirement dates of employees who work beyond age seventy shall be set by the Director of the Library. Retiring employees shall be compensated for any vacation time unused at the time of their retirement." The Board adopted the proposed Policy on Retirement.

b. A Proposed Resolution concerning steel library shelving bids was presented to the Board as follows: "The Board of Library Trustees of the Allen County Public Library authorizes the Director of the Library, in consultation with the Attorney and the Architect, to advertise for bids for steel library shelving for the Addition to the Main Library, if the present contractor fails to perform on the contract to supply steel library shelving." The Board adopted the Resolution.

14. Adjournment. The Board adjourned.

SECTION 22. Special meetings.

Special meetings may be called by the President or upon written request of two (2) members to the President. At least 24 hours' notice shall be given to all Board members of the calling of any special meeting. At a special meeting the Board may transact only such business as is stated in the call for the meeting, except that on consent of all members of the Board, additional items of business may be transacted.

SECTION 23. Quorum.

Four members shall constitute a quorum for the transaction of business at any meeting. The act of a majority of the members present shall be an act of the Board of Library Trustees.

SECTION 24. Director of the Library.

The Board of Library Trustees shall select a librarian who shall be designated as the Director and shall be the administrative head of the Allen County Public Library. The Board shall fix the Director's compensation and prescribe the powers and duties of the Director. The Director shall serve at the pleasure of the Board. The Director shall be solely responsible to the Board for the operation and management of the Allen County Public Library.

SECTION 25. Attorney.

The Board shall retain an Attorney and establish the Attorney's compensation. The President of the Board or the Director may request the legal opinion of the Attorney on any matter coming within the jurisdiction of the Board.

SECTION 26. Staff.

The Board shall employ such additional staff as may be necessary to carry out the mission of the Allen County Public Library. The Board shall fix the salaries and prescribe the duties of all employees, upon recommendation of the Director. All employees shall serve at the pleasure of the Board, upon recommendation of the Director.

Article 12. Special meetings.

Special meetings may be called by the President or upon written request of two (2) members to the President. At least 24 hours' notice shall be given to all Board members of the calling of any special meeting. At a special meeting the Board may transact only such business as is stated in the call for the meeting, except that on consent of all members of the Board, additional items of business may be transacted.

[illegible] shall [illegible] a quorum for the transaction [illegible] present shall be an act of the Board of Library Trustees.

Section 13. Director of the Library.

The Board of Library Trustees shall select a librarian who shall be designated as the Director and shall be the administrative head of the Alleen County Public Library. The Board shall fix the Director's compensation and prescribe the powers and duties of the Director. The Director shall serve at the pleasure of the Board. The Director shall be directly responsible to the Board for the operation and management of the Alleen County Public Library.

[illegible]

The Board shall retain an Attorney and establish the Attorney's compensation. The President of the Board or the Director may [illegible] the jurisdiction of the Board.

[illegible] Staff.

The Board shall employ such additional staff as may be necessary to carry out the mission of the Alleen County Public Library. The Board shall fix the salaries and prescribe the duties of employees, upon recommendation of the Director. All employees shall serve at the pleasure of the Board, upon recommendation of the Director.

AGENDA ITEM 6. ADDITIONAL APPROPRIATIONS RESOLUTIONS.

The Library has received additional revenues not derived from local tax funds, to be used for specified purposes. In order to spend the money received, the Library must appropriate it for those specified purposes. Any taxpayer wishing to comment upon the proposed appropriations shall be heard. The Board may then take action on the following requests:

a. Operating Fund $1,837.50. This amount has been received from Fort Wayne Cablevision under the terms of the agreement with the Library for the Public Access Video Studio. It would be spent in line 121, Salaries of Regular Assistants, for the partial payment of studio staff.

b. Library Building and Equipment Fund $30,585. This amount has been received from Fort Wayne Cablevision under the same agreement. It would be spent for partial payment for the equipment for the video studio.

c. Library Services and Construction Act: Major Urban Resource Library Fund $10,500. This federal grant would be used for the purchase of books and other library materials.

d. Library Services and Construction Act: Service to the Blind and Physically Handicapped $20,448. This federal grant would be used to pay the salaries of the staff of the Talking Books program.

e. Phonograph Record Room Fund $3,057. The Library maintains an interest-bearing account for deposits made by users of the Phonograph Record Room. This amount is the interest earned on this account during the past three years. It would be spent for phonograph record room materials.

A PROPOSED RESOLUTION CONCERNING THE CARPENTER SHOP

The Board of Library Trustees of the Allen County Public Library resolve to discontinue the operation of the Library's carpenter shop no later than January 31, 1981, and to arrange for the appropriate disposition of the equipment and materials in the shop at the earliest possible time.

PROPOSED POLICY ON RETIREMENT

The Library encourages all employees to plan and provide for their retirement years. For this purpose, the Library participates in the Public Employees Retirement Fund for all full-time employees and in the Social Security system for all full-time and part-time employees.

Each employee shall retire from employment at the Library no later than the end of the month in which the employee's seventieth (70th) birthday occurs, unless the Director of the Library requests that the employee continue to work and the employee agrees to do so. The retirement dates of employees who work beyond age seventy shall be set by the Director of the Library. Retiring employees shall be compensated for any vacation time unused at the time of their retirement.

A PROPOSED RESOLUTION CONCERNING STEEL LIBRARY SHELVING BIDS

The Board of Library Trustees of the Allen County Public Library authorizes the Director of the Library, in consultation with the Attorney and the Architect, to advertise for bids for steel library shelving for the Addition to the Main Library, if the present contractor fails to perform on the contract to supply steel library shelving.

17 October 1980

To: All Library Board Members

From: The Planning Committee
Rick J. Ashton, Chairman

Concerning Staff and User Surveys

During September we circulated two brief questionnaires among staff and users to assist us in determining the opinions and wishes of these two important groups. The tabulations of their responses appear on the attached questionnaire forms. While we recognize that these surveys have no scientific validity, we believe that they do reveal some important information.

The staff survey indicated that half the employees believe the improvement of staff-provided services to the public should be emphasized. Three out of four expressed an interest in increased pay, but only half as many were concerned with increased benefits. Half the respondents expressed a need for increased information and involvement in the Library system, but fewer than one in five wished to have more appreciation and recognition from the public. When rating the collection, staff, and other elements of their own work situations, the majority rated "good" or "excellent" in every category except physical facilities.

One planning recommendation that arises from our analysis of these results is the establishment of improved in-house communications, probably in the form of a house newsletter.

The Library users who responded to our questionnaire were a highly select group. We distributed 2000 questionnaires and received 1529 responses. More than two out of three said they had used Library services more than ten times in the past twelve months. Thus they fit the standard definition of "heavy user" used in the professional literature. Nine out of ten have Library cards, and three out of four feel well-informed about Library services.

Three quarters of our respondents traveled less than five miles to the Library service point. Three quarters came to borrow books or other library materials, outweighing all other categories of activity. Somehow, the survey missed the genealogists, since only 6% of the respondents had come to do genealogical research. Nearly all the respondents said they had accomplished their aims in coming to the Library. Not surprisingly, these book-borrowers would like to see increased availability of popular books more than any other emphasis in library service.

We draw no particular conclusions from the user survey data. We know that we lack good information on the general public use and general public perception of the Library. In this survey, we asked our best customers about their use of our services and received an unsurprising answer.

These two surveys represent one step in our information-gathering process. We will use this along with much other information in developing a long-range plan for the Library.

RJA/dno'n

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

22 September 1980

ALLEN COUNTY PUBLIC LIBRARY USER SURVEY

Dear Library User:

The Allen County Public Library is currently engaged in a long range planning effort which is designed to improve Library service to the entire community. One of our jobs in this planning effort is to determine how our service is currently being used. Will you take a minute or two to answer the following questions? Your responses will be most helpful to us.

Sincerely,

Rick J. Ashton
Director

Sample Size: 1529

Response Rate: 76%

location System-wide

1. How far did you travel to come here today?

31% a. Less than one mile
43 b. One mile or more but less than five miles
21 c. Five miles or more but within Allen County
4 d. Outside of Allen County
.2 No response

2. What did you come here to do on your visit today? CHECK ALL THAT APPLY

73% a. Borrow books or other Library materials
34 b. Browse for leisure reading material
34 c. Look for a specific record, magazine, or book
15 d. Use a reference book
20 e. Obtain help from a librarian in finding materials or information
21 f. Consult books or magazines for specific information
5 g. Study in the Library with own materials
13 h. Read magazines or newspapers
15 i. Perform an errand for others: check out or return materials, find information
6 j. Perform genealogical research
13 k. Work on school assignment
.5 l. Use Library meeting rooms
13 m. Other _____

.3 No response

3. Did you accomplish what you came here to do?

94% a. Yes
6 b. No .5 No response

If No, did you receive a satisfactory alternative?

38 a. Yes
19 b. No 4 No response
40 c. Unable to determine yet

4. Do you have an Allen County Public Library card?

91% a. Yes
9 b. No .7 No response

5. In what areas would you most like to see the Library direct its energies?

17% a. Increased hours
6 b. New, more convenient locations of service
7 c. Expanded bookmobile service
16 d. Increased art, film, and music collections
14 e. Establishment of art and music collections in the branches
5 f. Better information and other staff services
34 g. More copies of popular books
14 h. Enhanced children's and young adult's services
8 i. Increased emphasis on special groups: minorities, elderly, handicapped, etc.
10 j. Other _____

3 OK as is
22 No response

6. How many times in the past twelve months have you used Library services?

4% a. This is the first time
12 b. Two - five times
15 c. Six - ten times
69 d. More than ten times
.3 No response

7. Do you feel well informed about available Library services?

75% a. Yes
23 b. No
2 No response

8. Please make any additional comments on any of the above questions or other matters concerning the Library. Please use the back of this page if necessary. 26%

THANK YOU!

ALLEN COUNTY PUBLIC LIBRARY

STAFF SURVEY

Sample Size: 178

Response Rate: 84%

department or branch System-wide

1. As far as public service is concerned, in what areas would you most like to see the Library direct its energies? CHECK ALL THAT APPLY.

   12% a. Increased hours
   32 b. New, more convenient locations of service
   15 c. Expanded bookmobile service
   26 d. Increased art, film, and music collections
   29 e. Establishment of art and music collections in the branches
   53 f. Better information and other staff services
   37 g. More copies of popular books
   33 h. Enhanced children's and young adult's services
   41 i. Increased emphasis on special groups: minorities, elderly, handicapped, etc.
   22 j. Other _____

   4 No response

2. When outside of the Library, are you inclined to promote a positive image of the Library?

   84% a. Yes 8 Both
   6 b. No 2 No response

   What would make you feel more able to promote a positive image?

   76 a. Increased pay
   37 b. Increased benefits
   49 c. More recognition from within the Library system
   17 d. More recognition and appreciation from the public
   58 e. More information about the Library system, its programs and goals.
   3 Other 4 No response

3. What could the Library do to help you be more effective in your job?

   33 a. Additional training
   38 b. New or additional equipment
   43 c. Additional information about Library system as a whole
   47 d. Redesigning and streamlining of procedures
   9 No response
   2 Other

OVER

4. Within your department or branch, please rate the quality of the following components:

	excellent	good	fair	poor
Collection	38%	37%	6%	
Staff	28	57	5	2%
Organization	13	54	17	4
Physical facilities	7	39	31	13
Supervision	33	42	8	6
Administrative support	23	38	15	13

2% No response

5. Please make any additional comments on any of the above questions or other areas of concern to the Library.

63%

9/80

Thank You!

ALLEN COUNTY PUBLIC LIBRARY
BY-LAWS

SECTION 1. Name.

The name of the library district to which these By-Laws are applicable shall be THE ALLEN COUNTY PUBLIC LIBRARY.

SECTION 2. Authority.

The activities of the Allen County Public Library shall be conducted under the authority granted by the Public Library Law of 1947 (Indiana Code 20-13), as amended, from time to time by the Indiana General Assembly.

SECTION 3. Mission.

The Allen County Public Library shall be a service institution. It shall seek to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional library services, for free use by all residents.

SECTION 4. Territory.

The territory included in this library district shall be Allen County, Indiana.

SECTION 5. Public Corporation.

The Allen County Public Library shall be a public municipal corporation for library purposes, separate and distinct from all other municipal and civil corporations in Allen County, Indiana.

SECTION 6. Governing Body.

The official governing body of the Allen County Public Library shall be the Board of Library Trustees, who manage and control the affairs of the Library district, subject to the

limitations of the Public Library Law of 1947 (Indiana Code 20-13), as amended, and subject to these By-Laws.

SECTION 7. Powers.

The Allen County Public Library acting through the Board of Library Trustees shall have all powers granted to it and perform all duties of a Class I Library district under the Public Library Law of 1947, (Indiana Code 20-13), as amended.

SECTION 8. Qualifications of Members.

All members of the Board of Library Trustees shall be resident citizens of Allen County, Indiana, who have resided in the library district for at least two years.

SECTION 9. Appointment of Members.

The Board of Library Trustees shall consist of seven members who are appointed as follows:

(a) Three members shall be appointed by the Judge of the Circuit Court of Allen County.

(b) Two members shall be appointed by the Board of County Commissioners of Allen County.

(c) Two members shall be appointed by the Board of School Trustees of the Fort Wayne Community Schools.

After the initial Board appointments, all appointments shall be for a term of four (4) years.

SECTION 10. Vacancies on the Board.

A vacancy on the Board shall occur by death, resignation, expiration of term, or when a member is absent from six consecutive regular Board meetings for any cause other than illness. Whenever a vacancy in the membership of the Board of Library Trustees occurs, it shall be filled by the appropriate appointing authority for the unexpired term only.

SECTION 11. Reappointment.

Members shall be eligible to reappointment for not more than three (3) consecutive terms.

SECTION 12. Removal of Board Members.

A member of the Board of Library Trustees may be removed at any time by the appointing authority, after public hearing, for any cause which interferes with the proper discharge of duties by the member of the Board.

SECTION 13. Compensation and Prohibition of Employment.

All members of the Board of Library Trustees shall serve without compensation. No Board member shall serve as a paid employee of the Library.

SECTION 14. Certificate of Appointment and Oath of Office.

The appointing authority shall issue to each appointee a signed certificate of appointment. Within ten (10) days after the receipt of the certificate of appointment, the appointee shall qualify for office by taking an oath of office before any person authorized by law to administer oaths. The appointee shall swear to discharge the duties of the office to the best of his or her ability and file the certificate of appointment with the oath endorsed thereon, with the records of the library, which shall be preserved as a public record.

SECTION 15. Officers.

The officers of the Allen County Public Library shall be a President, a Vice-President, a Secretary, and a Treasurer, all of whom are elected from the members of the Board of Library Trustees.

SECTION 16. Election of Officers.

All Officers of the Allen County Public Library shall be elected annually for a term of one year at a special organizational meeting held before January 10 of each year.

SECTION 17. Vacancies among Officers.

Vacancies in any office created by death, resignation, removal or otherwise shall be filled by election at the next regular meeting of the Board after the vacancy occurs.

SECTION 18. Removal of Officers.

Any officer may be removed from office before the expiration of the term of office for cause, by the vote of a majority of the members of the Board at any regular meeting of the Board or at any special meeting of the Board called for that purpose.

SECTION 19. Duties of Officers.

(a) President. The President shall preside at all meetings of the Board of Library Trustees, discharge all the duties which devolve upon a presiding officer, perform such other duties as may be required by law or these By-Laws, and have all the powers and duties customarily vested in the office of President, subject to the Public Library Law of 1947, (Indiana Code 20-13) as amended.

(b) Vice-President. The Vice-President shall perform all duties incumbent upon the President during the absence or disability of the President, perform such other duties as may be required by law or these By-Laws, and in general have all the powers and duties customarily vested in the office of Vice-President, subject to the Public Library Law of 1947, (Indiana Code 20-13) as amended.

(c) Secretary. The Secretary shall cause to be kept a record of the minutes and the proceedings of the Board of Library Trustees and attend to the giving and serving of all notices required by law or these By-Laws. The Secretary shall be responsible for all records, minutes, and documents of the Board of Library Trustees and perform such other duties as may be required by law or these By-Laws, and in general have all the powers and duties customarily vested

vested in the office of Secretary, subject to the Public Library Law of 1947, (Indiana Code 20-13) as amended.

(d) Treasurer. The Treasurer shall be the custodian of all funds. The Treasurer shall cause to be kept correct and complete records of accounts. The Treasurer shall deposit all money in accordance with the provisions of the Public Depository Act of 1937, as amended. The Treasurer shall disburse the funds of the Library as authorized by the Board upon a warrant signed by the Treasurer, President, and Secretary. The Treasurer shall cause to be made a true and accurate financial report to the Board each month. The Treasurer shall be bonded in an amount determined by the Board. The cost of the bond shall be paid from the Library Operating Fund.

SECTION 20. Committees.

Special committees for the investigation of special problems may be appointed by the President. Such committees shall serve until the completion of the work for which they are appointed.

SECTION 21. Regular meetings.

The regular meeting of the Board of Library Trustees of the Allen County Public Library shall be held on the fourth Thursday of each month at 3:00 P.M. in the Board Room of the Main Library, 900 Webster Street, Fort Wayne, Indiana. The Board may act at any regular or special meeting to change the date, hour, or place of any subsequent regular meeting. All meetings of the Board shall be open to the public in accordance with the provisions of the Indiana Open Door Law of 1977 (Indiana Code 4-15-1.5), as amended.

SECTION 22. Special meetings.

Special meetings may be called by the President or upon written request of two (2) members to the President. At least 24 hours' notice shall be given to all Board members of the calling of any special meeting. At a special meeting the Board may transact only such business as is stated in the call for the meeting, except that on consent of all members of the Board, additional items of business may be transacted.

SECTION 23. Quorum.

Four members shall constitute a quorum for the transaction of business at any meeting. The act of a majority of the members present shall be an act of the Board of Library Trustees.

SECTION 24. Director of the Library.

The Board of Library Trustees shall select a librarian who shall be designated as the Director and shall be the administrative head of the Allen County Public Library. The Board shall fix the Director's compensation and prescribe the powers and duties of the Director. The Director shall serve at the pleasure of the Board. The Director shall be solely responsible to the Board for the operation and management of the Allen County Public Library.

SECTION 25. Attorney.

The Board shall retain an Attorney and establish the Attorney's compensation. The President of the Board or the Director may request the legal opinion of the Attorney on any matter coming within the jurisdiction of the Board.

SECTION 26. Staff.

The Board shall employ such additional staff as may be necessary to carry out the mission of the Allen County Public Library. The Board shall fix the salaries and prescribe the duties of all employees, upon recommendation of the Director. All employees shall serve at the pleasure of the Board, upon recommendation of the Director.

SECTION 27. Library Funds.

All money of the Allen County Public Library shall be kept in an Operating Fund and such other funds as may be established from time to time by resolution of the Board.

SECTION 28. Expenditures.

Within the annual operating budget as approved by the Board, the Director may incur obligations and the Board may approve expenditures to meet incurred obligations. Where the laws of Indiana require, the Board may incur obligations only after advertising for and receiving competitive bids from potential supplies of specified goods or services in accordance with Indiana Code 5-16 and 5-17, as amended.

SECTION 29. Parliamentary Guidance.

The rules of parliamentary practice as found in Robert's Rules of Order, most recent edition, shall govern the proceedings of the Board of Library Trustees, subject to the laws of the state of Indiana and these By-Laws.

SECTION 30. Amendments.

These By-Laws may be amended or repealed at any regular or special meeting called for that purpose, by a majority vote of the members present, providing that the Amendment was read at the last previous regular meeting or was stated in the call for the special meeting.

SECTION 31. Adoption.

These By-Laws are duly adopted by unanimous vote of the Board of Library Trustees of the Allen County Public Library at their

meeting held on October 23, 1980, as evidenced by each member's signature below.

George R. Mather, President

Mary M. Koehlinger, Vice-President

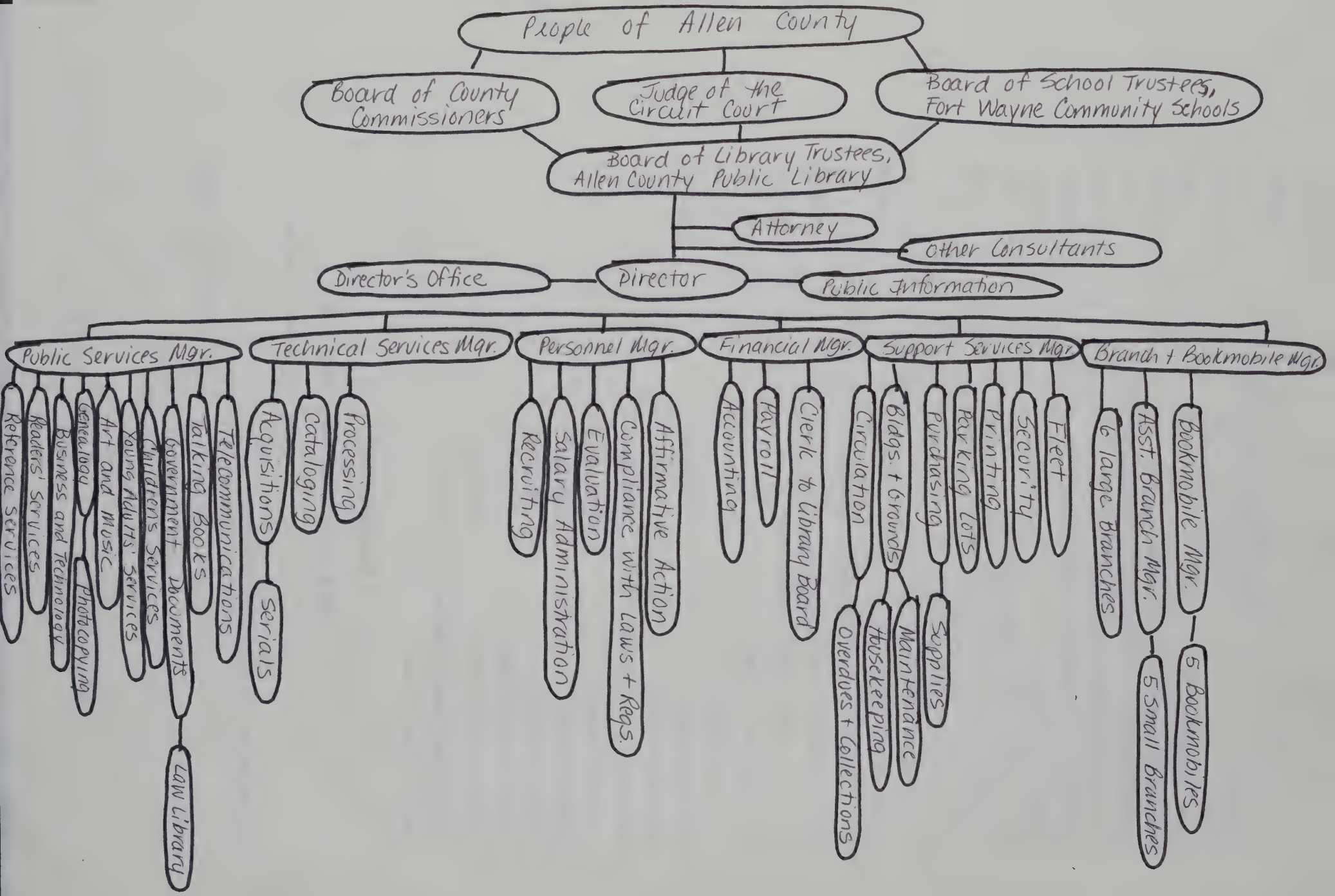
Rae Gates, Secretary

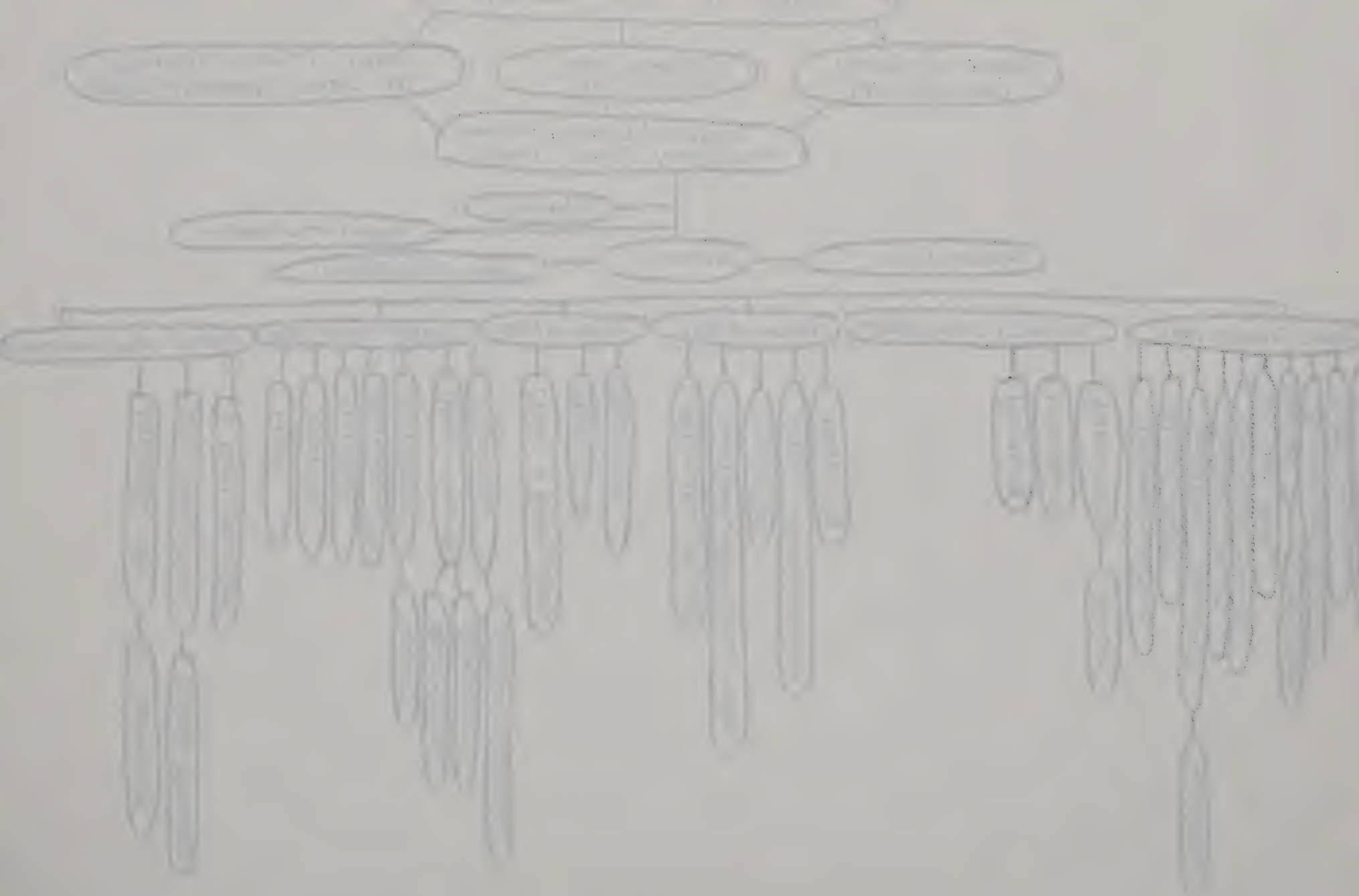
Alan McMahan, Treasurer

Zohrab K. Tazian

M. Patricia Vogel

LuAnn Beaman


People of Allen County
Board of County Commissioners
Judge of the Circuit Court
Board of School Trustees, Fort Wayne Community Schools
Board of Library Trustees, Allen County Public Library
Attorney
Other Consultants
Director's Office
Director
Public Information
Public Services Mgr.
Reference Services
Readers' Services
Business and Technology
Genealogy
Photocopying
Art and Music
Young Adults' Services
Childrens Services
Government Documents
Law Library
Talking Books
Telecommunications
Technical Services Mgr.
Acquisitions
Serials
Cataloging
Processing
Personnel Mgr.
Recruiting
Salary Administration
Evaluation
Compliance with Laws + Regs.
Affirmative Action
Financial Mgr.
Accounting
Payroll
Clerk to Library Board
Support Services Mgr.
Circulation
Overdues + Collections
Bldgs. + Grounds
Housekeeping
Maintenance
Purchasing
Supplies
Parking Lots
Printing
Security
Fleet
Branch + Bookmobile Mgr.
6 large Branches
Asst. Branch Mgr.
5 Small Branches
Bookmobile Mgr.
5 Bookmobiles



THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

October 23, 1980

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

SEPTEMBER 1980

Main Library Fines		$1,757.95
Georgetown Branch Library	585.10	
Hessen Cassel Branch	330.50	
Little Turtle Branch	204.55	
Pontiac Branch	16.70	
Shawnee Branch	289.97	
Tecumseh Branch	155.00	
Waynedale Branch	215.76	
Bookmobile #4	33.80	
Bookmobile #5	38.00	1,869.38
Art & Recordings		239.60
Rent (Hunter - Annex)		1,000.00
Rent (Tri-Alsa, Sept.Oct.Nov.Dec.)		1,200.00
Rent (Shuman's IGA)		120.00
Rent (Theatre for Ideas 9/2/80 - 9/30/81)		1.00
Copier Receipts		3,934.66
Subscription Fees		140.00
Paper Bag Receipts		42.00
Telephone Pay Station Commission		32.66
Tom's Snack Foods Commission		23.15
Parking Lot Interest		69.88
Burkhart Space Rental 9/1/80 - 8/31/81		600.00
Fort Wayne Cinema Center, Inc.		60.00
Postage Refund & Telephone call re-imbursement		7.43
Printing Plates - Grinsfelder		20.00
Reserve Postals		36.30
Books		79.20
Pamphlets		53.00
County Fines		218.80
		$11,505.01

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

October 23, 1980

To the Board of Library Trustees:

RICK J. ASHTON
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Rick J. Ashton, Director

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APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

October 23, 1980

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES SEPTEMBER 16 - OCTOBER 13, 1980

Sept.	16	Postage	212	5.73
	18	Postage	212	2.24
		Fabric & red piping - Glenbrook	321	8.14
	19	Postage	212	1.44
		Precut letters - Glenbrook	321	6.14
	22	Postage	212	2.34
	23	Postage	212	.57
		Librarians expense (Indpls.)	214	5.30
	24	Postage	212	2.34
	25	Postage	212	1.68
		Librarians expense (Woodburn)	214	5.20
	26	Postage	212	4.21
		Hauling trash	252	5.00
	29	Librarians expense (Indpls.)	214	6.00
		Postage	212	3.57
	30	Postage	212	2.85
Oct.	1	Postage	212	2.03
	2	Postage	212	.66
	3	Postage	212	.52
	6	Postage	212	.76
		Hauling trash	252	5.00
	8	Postage	212	.52
	10	Postage	212	3.08
				$75.32

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — October 23, 1980

Egan Visual	Cork Bulletin Boards	$ 238.00
Jankowski Associates Architects	Professional services Interior design and Interior master planning	4,456.17
Library Bureau Division of Mohawk Valley Community Corp.	Library shelving - retainage FINAL	39,978.50
Anthony Wayne Bank, Escrow Agent	Retainage for Schenkel & Sons Inc.	553.35
Schenkel & Sons, Inc.	General construction on the addition to the Fort Wayne Public Library	10,513.80
Dutch Made Kitchens	Copier counter, Magazine display cases	2,046.68
Highsmith Co., Inc.	Magazine unit, add-ons for magazine unit, plywood backs, wood shelving starter and wood shelving add-on	3,510.46
Klopf Audio/Video Co.	AMCO 3-bay low silhoutte, turret, 2-bay vertical rack, blank panels	3,302.00
Preston Trucking Co, Inc.	Freight charges - Egan Visual	40.64
Strahm, Inc.	Furnish and install partition wall, 8' x 8' 2"	1,049.96
		$65,689.56

J. Mather
Mary M. Kelsey
Lu Ann Bogman
Patricia Vogel
Rae Gatto
Gabriel K. Tayman

APPROVED
Rick T. Fulton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — October 23, 1980

A. S. Barnes & Company, Inc.	Book	$ 10.95
Butler Paper Company	Ardor bond & cover stock	3,250.20
Lincoln Graphic Corp.	Plates	101.70
Printers Supply of Indiana Inc.	Ink, developer/finisher, Blanket fix, cotton pads	171.28
		$3,534.14

APPROVED

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Trustees of the Allen County Public Library, on carpeting required for several areas in the Main Branch, until 1:30 p.m (EST), Tuesday, November 25, 1980, in the Little Turtle Branch Library, at 1201 Sherman Boulevard, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud. Bids received after such time will be returned unopened.

Each bid or proposal shall be accompanied by an acceptable Certified or Chashier's Check, or an acceptable Bidder's Bond, payable to Treasurer, Allen County Public Library, in the amount of not less than five percent (5%) of the total bid price.

The Contract Documents, consisting of this notice and including the Instructions to Bidders, Specifications and Plans are part hereof, and all bidders shall be deemed advised of the provisions thereof.

Copies of the Contract Documents, including Plans and Specifications, are on file at the office of Rick J. Ashton, Director of the Library, 900 Webster Street, Fort Wayne. Copies of the Plans and Specifications may be obtained from the Architects' Office on The Landing, Jankowski Associates, One Rose Marie's Alley, Fort Wayne, Indiana 46802.

Proposals of bids shall be properly and completely submitted on State Board of Accounts Form 95 with required drawings and documents, including a Non-collusion Affidavit, bearing signature(s) of authorized officers of firms making submissions.

The successful bidder will be required to furnish a properly executed Performance Bond with acceptable surety thereon in the amount of one hundred percent (100%) of the contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each Contractor shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees Allen County Public Library.

November 13 and 20, 1980

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

November 21, 1980

To All Library Board Members

From Rick Ashton Rick J. Ashton

Concerning November 25 Board Meeting

The Library Board will meet as scheduled on Tuesday, November 25, 1980, at 1:30 p.m. at the Little Turtle Branch Library, 2201 Sherman Blvd. The enclosed materials will help you prepare for the meeting.

1. Agenda.
2. Minutes of the October 23 Board meeting.
3. Report and recommendations of the Committee on Compensation.
4. Revised Budget for the Library Building and Equipment Fund.
5. Bills and other financial reports.
6. A Report to the People from the Indiana Governor's Advisory Committee on Libraries and Information Services.

I look forward to seeing you Tuesday.

RJA/dno'n

AGENDA

Allen County Public Library
Board of Library Trustees
November 25, 1980, 1:30 p.m.
Little Turtle Branch Library
2201 Sherman Blvd., Fort Wayne, Indiana 46808

1. Adoption of the Agenda.

2. Approval of the Minutes of the October 23 Board meeting.

3. Opening of Bids for carpeting certain areas of the Main Library building.

4. Report of the Director.
   a. Main Library Addition progress.
   b. Plans for the grand opening, January 18-24, 1981.
   c. State Board of Tax Commissioners field hearing.

5. Adoption of the report and recommendations of the Committee on Compensation.
   a. 1981 staff salary schedule.
   b. Amendment to the 1981 Operating Budget.
   c. Resolution concerning staff compensation during the remainder of 1980.
   d. Fund Transfer Resolution.

6. Adoption of a revised Budget for the Library Building and Equipment Fund.

7. Approval of the following salaried appointments:

   Steven Fortriede, Public Services Manager, salary to be set according to the 1981 salary schedule.
   Robert W. Hart, Support Services Manager, salary to be set according to the 1981 salary schedule.
   John Dickmeyer, Acting Head, Government Documents Department, salary $12,500.
   Virginia Keller, Georgetown Branch, salary $8,000.
   Bonnie Schoofs, Pontiac Branch, salary $7,280.

8. Approval of payment of the following bills:

Lincoln National Life Insurance Co.	$2,647.06
Operating Fund	124,415.88
Library Building & Equipment Fund	61,181.23
Library Improvement Reserve Fund	250.00
PERF - OASI Division	7,950.37
J. E. Bernard & Company	97.74
Indiana & Michigan Electric Company	8,069.19
Indiana Employment Security Division	536.00
Jet Air Freight Delivery Inc.	16.75
Blue Cross Hospital Service	4,668.00

9. Awarding of a contract for carpeting certain areas of the Main Library building.

10. Other Business.

11. Adjournment.

Following adjournment: A tour of the Northeast Indiana Radio Reading Service, located at the rear of the Little Turtle Branch Library.

November 20, 1980

ALLEN COUNTY PUBLIC LIBRARY

BOARD OF LIBRARY TRUSTEES

REPORT AND RECOMMENDATIONS OF THE COMMITTEE ON COMPENSATION

CONTENTS:

1. 1981 Staff Salary Schedule.

2. Amendment to the 1981 Operating Budget.

3. Resolution concerning staff compensation during the remainder of 1980.

4. Background information on the Resolution concerning staff compensation.

5. Fund Transfer Resolution.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

November 25, 1980

BOARD OF LIBRARY TRUSTEES
ALLEN COUNTY PUBLIC LIBRARY

A RESOLUTION TO AMEND THE 1981 OPERATING BUDGET

RESOLVED that the 1981 Operating Budget, which now reads as follows:

110 Salary of Librarian 121 Salary of Regular Assistants 122 Salary of Substitute and Part Time Assistants 130 Wages of Janitors	$2,057,000

Be amended to read as follows:

110 Salary of Librarian	$ 37,000
121 Salary of Regular Assistants	1,563,000
122 Salary of Substitute and Part Time Assistants	311,000
130 Wages of Janitors	146,000
	$2,057,000

A P Mather
Mary M. Koehlinger
Jean Mc Mahan
Rue Hale

Members of the Board of Library Trustees

Grade	Typical Titles	Full-time	Part-time	FTE	1981 Hourly	1981 Salary	1981 Budget
1	Page Circulation Services Desk Attendant Summer help	9	28	22.7	$3.35	$6968	$160,494
2	Book Processor Clerk I Custodian Courier	18	13	25	3.85	8000	217,666
3	Clerk/Typist II Circulation Services Typist Overdues Typist Branch Assistant Circulation Services Assistant Interloan/Clearinghouse Clerk Circulation Services Automated Typing Clerk Evening Switchboard Operator Print Shop Assistant	41	24	55.1	4.13	8600	479,230
4	Carpenter Security Manager Off-set Publications Typist Order Division Supervisor Receptionist/Switchboard Operator Business Office Assistant Storage Stacks Supervisor Centralized Overdues Supervisor Circulation Services Assistant/ Reserve Clerk Adult Non-fiction Typing Supervisor	10	1	10.7	5.05 to 5.38	10,500 to 11,200	113,750
5	Bookmobile Librarian Small Branch Manager Library Assistant Public Information Specialist Secretary to the Director	27	5	30.9	5.38 to 6.01	11,200 to 12,500	369,254

Grade	Typical Titles	Full-time	Part-time	FTE	1981 Hourly	1981 Salary	1981 Budget
6	Librarian Print Shop Manager Circulation Services Manager Public Access Coordinator	13	1	13.7	$6.73 to 7.93	$14,000 to 16,500	$194,887
7	Department Manager Large Branch Manager Building Engineer	19	0	19	----	16,500 to 18,000	335,719
8	Public Services Manager Support Services Manager Technical Services Manager Personnel Manager Financial Manager Branch & Bookmobile Manager	6	0	6	----	24,000 to 29,000	149,000
9	Director	1	0	1	----	37,000	37,000
Total		144	72	184.1			$2,057,000

A RESOLUTION CONCERNING STAFF COMPENSATION DURING THE REMAINDER OF 1980

To reward faithful work performance by the Library staff and careful financial management by the Library administration, our predecessor Boards have in the past authorized payment of annual salary and wage increases before the beginning of the new calendar year. In consideration of this past practice, the complications of the calendar, and the present and future financial situation of the Library, the Board hereby authorizes a twenty-seventh payday for all employees on December 31, 1980, in addition to the normal twenty-six paydays in 1981. The Board authorizes this payment at 1980 salary rates for full-time employees and 1981 hourly wage rates for part-time employees.

BACKGROUND INFORMATION ON THE RESOLUTION CONCERNING STAFF COMPENSATION DURING THE REMAINDER OF 1980

The Library has traditionally paid its employees on alternate Fridays throughout the year. For full-time employees, the amount of each paycheck is determined by dividing the employee's annual salary by 26. For part-time employees, the amount of each paycheck is determined by multiplying the number of hours actually worked during a two-week period by the employee's hourly wage rate.

Occasionally a situation arises where 27 paydays occur within a calendar year. This will happen in 1981, with the first payday on Friday, January 2, 1981, and the last on Thursday, December 31, 1981.

The Committee on Compensation proposes to move the January 2, 1981, payday to Wednesday, December 31, 1980, and pay the employees from 1980 operating funds on this date. Full-time employees would be paid at 1980 rates, part-time employees at 1981 rates. This action would have the following consequences:

1. The Library would spend approximately $70,000 in additional salaries during 1980, from available funds within the 1980 operating budget. This payment would be for work performed in 1980.
2. Full-time employees would receive a one-time payment of approximately 3.8% of their 1980 salaries.
3. Part-time employees would receive an early benefit from the 1981 wage scale.
4. The Library would reduce the pressure in its already tight 1981 payroll budget by approximately $13,000.

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
1 SERVICES PERSONAL		
11 Salary of Librarian	1,135.00	1,135.00
12 Salary of Assistants		
121 Regular Assistants	40,865.00	40,865.00
TOTAL	$42,000.00	$42,000.00

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
2 SERVICES CONTRACTUAL		
22 Heat, Light, Power and Water		
221 Electric Current	15,000.00	15,000.00
24 Repairs		
241 Buildings and Structures	10,000.00	10,000.00
3 SUPPLIES		
33 Coal, Fuel Oil and Gas	17,000.00	17,000.00
TOTAL	$42,000.00	$42,000.00

Presented to the Allen County Public Library Board, read in full and adopted this 25th day of November, 1980 by the following aye and nay vote.

Nay	Aye
	J R Mather
	Mary M Lehlbergh
	Dean Me Morrow
	Rae Hate

ATTEST:

Rae Hate

Secretary of Board of Trustees

C E R T I F I C A T E

I, THE UNDERSIGNED Rae Gates OF THE ALLEN COUNTY
Secretary
PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF ALLEN COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF THE ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, AT A MEETING HELD ON NOVEMBER 25, 1980.

DATED THIS 25th DAY OF November, 1980.

ALLEN COUNTY PUBLIC LIBRARY

Rae Gates

Secretary

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

November 25, 1980

The Board met in regular session at the Little Turtle Branch Library, 2201 Sherman Blvd., Fort Wayne, Indiana at 1:30 p.m. on November 25, 1980. Members present: Mr. George R. Mather, Mrs. Rae Gates, Mrs. Mary Koehlinger, and Mr. Alan McMahan. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.

2. Approval of the Minutes of the October 23 Board meeting. The Board approved the minutes as submitted.

3. Opening of Bids for carpeting certain areas of the Main Library building. The following bids were received and read aloud:

Carpetland, U.S.A.	$19,867.71
L.S. Ayres Southtown	24,955.00
Strahm, Inc.	23,069.00
Fort Wayne Minority Contractor's Association (Mack Conrad)	20,199.08

The bids were referred to James Jankowski, Architect, for consideration and recommendation.

4. Report of the Director. Dr. Ashton reported on the following matters:

a. Main Library Addition progress. There is progress on the new addition. Estey Corporation has delivered 60% of the shelving, with the remaining 40% to be delivered within the next two weeks. The Genealogy Department will be closed for seven weeks beginning November 29 to allow time for moving.

b. Plans for the grand opening, January 18-24, 1981. Several events are being planned, with details to be developed.

c. State Board of Tax Commissioners field hearing. At the field hearing on November 24, the 1981 tax rate was reduced for both the Operating Fund and Bond and Interest Redemption Fund because of increases in the assessed valuation.

d. December Board meeting will be on Monday, 22 December, at 3:00 p.m. at the Main Library.

5. Adoption of the report and recommendations of the Committee on Compensation.

a. 1981 staff salary schedule. The Board approved the 1981 staff salary schedule as presented.

b. Amendment to the 1981 Operating Budget. The Board adopted the Resolution to amend the 1981 Operating Budget as follows:

RESOLVED that the 1981 Operating Budget, which now reads as follows:

110 Salary of Librarian 121 Salary of Regular Assistants 122 Salary of Substitute and Part Time Assistants 130 Wages of Janitors	$2,057,000

Be amended to read as follows:

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122 Salary of Substitute and Part Time Assistants	311,000
130 Wages of Janitors	146,000
	$2,057,000

c. Resolution concerning staff compensation during the remainder of 1980. The Board adopted the following resolution:

To reward faithful work performance by the Library staff and careful financial management by the Library administration, our predecessor Boards have in the past authorized payment of annual salary and wage increases before the beginning of the new calendar year. In consideration of this past practice, the complications of the calendar, and the present and future financial situation of the Library, the Board hereby authorizes a twenty-seventh payday for all employees on December 31, 1980, in addition to the normal twenty-six paydays in 1981. The Board authorizes this payment at 1980 salary rates for full-time employees and 1981 hourly wage rates for part-time employees.

d. Fund Transfer Resolution. The Board approved the proposed resolution to transfer funds between major classifications of the 1980 operating budget in the amount of $42,000. Transfer detail is attached to these Minutes.

6. Adoption of a revised Budget for the Library Building and Equipment Fund. The Board approved additional expenditures of $176,633.67, as detailed in the attachment to these Minutes.

7. Approval of the following salaried appointments:

Steven Fortriede, Public Services Manager, salary to be set according to the 1981 salary schedule at $29,000.

Robert W. Hart, Support Services Manager, salary to be set according to the 1981 salary schedule at $24,000.

John Dickmeyer, Acting Head, Government Documents Department, salary $12,500.

Virginia Keller, Georgetown Branch, salary $8,000.

Bonnie Schoofs, Pontiac Branch, salary $7,280.

The Board approved the salaried appointments.

8. Approval of payment of the following bills:

Lincoln National Life Insurance Co.	$2,647.06
Operating Fund	124,415.88
Library Building & Equipment Fund	61,181.23
Library Improvement Reserve Fund	250.00
PERF - OASI Division	7,950.37
J.E. Bernard & Company	97.74
Indiana & Michigan Electric Co.	8,069.19
Indiana Employment Security Division	536.00
Jet Air Freight Delivery Inc.	16.75
Blue Cross Hospital Service	4,668.00

The Board approved payment of the bills as submitted.

9. Awarding of a contract for carpeting certain areas of the Main Library Building. Upon the recommendation of James Jankowski, Architect, the Board awarded the contract to Carpetland, USA in the amount of $19,867.71.

10. Other Business.

a. Release of escrow accounts. Having been informed by the Architect that the principal contractors on the Main Library addition project have completed their contractual obligations satisfactorily, the Board authorized the release of amounts held in escrow to Schenkel & Sons, Inc., general contractor, Shambaugh and Son, mechanical contractor, and McKay Electric, electrical contractor, and directed the President of the Board to sign the appropriate documents releasing the escrow accounts.

b. The Board approved a construction change order for Schenkel & Sons, Inc.

which reduced the contract sum in the amount of $32,907.73.

c. The Board authorized the Director to advertise for bids for a system for radio transmission of fire alarm signals for the Main Library building. In connection with this authorization, the Board directed the Director to investigate the general adequacy of the Main Library fire protection and alarm system, and to report to the Board at its December meeting.

11. Adjournment. The Board adjourned.

Following adjournment: The Board toured the Northeast Indiana Radio Reading Service, located at the rear of the Little Turtle Branch Library.

November 25, 1980

REVISED BUDGET

LIBRARY BUILDING AND EQUIPMENT FUND

November 25, 1980

ADDITION TO THE MAIN LIBRARY

RECEIPTS:

1977 Bond Issue	3,500,000.00	
Interest earned to date	581,204.87	
Interest to be earned on outstanding investments	12,857.78	
Lease rent KPC Inc.	39,999.84	
Cox Cable Communications Inc.	30,585.00	
TOTAL RECEIPTS		$4,164,647.49

EXPENDITURES:

PAID to date	3,758,462.24	
Balance on commitments	229,551.58	3,988,013.82
		$ 176,633.67

Balance on commitments:

Jankowski Associates, Planning Services	5,642.50
Coil and Dickmeyer, Engineering Services	1,050.00
Martin, Inc.	3,865.62
Ewing Nursery	1,474.15
Thalner Electronic Lab. Inc.	124,497.46
Estey (Stacks)	58,881.00
Klopf Audio/Video Co.	5,327.00
Interior & Exterior signs	13,523.70
Telephone system expansion	3,500.00
Labor and materials for rearrangement of existing space	6,750.00
Fire Extinguishers	522.40
McKay Electric	914.00
Furniture for new addition	3,603.75
	$229,551.58

November 25, 1980

Library Building and Equipment Fund

Proposed Additional Expenditures

1. Labor and materials for move and rearrangement of existing space	$ 10,000
2. Audiovisual equipment for meeting rooms	11,000
3. Special equipment for blind and physically handicapped	35,000
4. Spare parts for Elecompack stacks	6,000
5. Mechanical modifications and entrance counter at Wayne Street entrance	8,000
6. Carpeting of areas of existing building affected by move	33,000
7. Webster Street lobby and sign modifications	9,000
8. Contingency	17,000
9. Bond and Interest redemption	47,633.67
Total	$176,633.67

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

November 25, 1980

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

OCTOBER 1980

Main Library Fines		$2,077.77
Georgetown Branch Library	726.30	
Hessen Cassel Branch	365.30	
Little Turtle Branch	204.25	
Pontiac Branch	22.72	
Shawnee Branch	319.63	
Tecumseh Branch	180.85	
Waynedale Branch	233.80	
Harlan Branch	20.00	
Monroeville Branch	34.00	
New Haven Branch	89.50	
Bookmobile #1	40.00	
Bookmobile #2	20.00	
Bookmobile #4	22.50	
Bookmobile #5	12.75	
Bookmobile #7	13.00	2,304.60
Art & Recordings		309.90
Rent (Annex - Hunter)		1,000.00
Rent (Shuman's IGA)		120.00
Copier Receipts		3,808.79
Parking Lot Receipts (Light)		1,000.00
Parking Lot Receipts (Harrison & Washington)		150.00
ILA Mileage - Ashton		104.00
Subscription Fees		120.00
Refund Blue Cross		26.56
Paper Bag Receipts		27.00
Telephone Pay Station Commission		8.96
Reserve Postals		39.65
Books		203.07
Pamphlets		33.50
		$11,333.80

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

November 25, 1980

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES OCTOBER 14 - NOVEMBER 15, 1980

Oct.	14	Postage	212	.71
		Red Cross luncheon	214	5.50
		Hauling trash	252	5.00
	15	Postage	212	6.98
	17	Postage	212	2.89
		Hauling trash	252	5.00
	20	Postage	212	3.39
	21	Postage	212	.19
	22	Postage	212	2.17
		Pamphlets	731	12.80
	23	Librarians expense (Indpls.)	214	5.25
		Postage	212	1.73
	24	Postage	212	.40
		Supplies for display Holiday Inn	313	7.92
	27	Postage	212	1.09
		Hauling trash	252	5.00
	28	Postage	212	1.49
		Gasoline	215	17.15
	29	Hauling trash	252	5.00
		Postage	212	1.51
	30	Postage	212	1.09
	31	Postage	212	2.37
Nov.	3	Postage	212	.66
	4	Supplies for display window	313	8.24
		Postage	212	5.74
	5	Postage	212	.61
	6	Postage	212	.76
		ILA-ILTA Conference (Indpls.)	214	23.72
	7	Postage	212	2.24
		ILA-ILTA Conference (Indpls.)	214	7.84
	10	Postage	212	1.28
		ILA-ILTA Conference (Indpls.)	214	12.33
	11	Hauling trash	252	5.00
		ILA-ILTA Conference (Indpls.)	214	14.68
	12	Postage	212	6.52
	13	Postage	212	1.11
		ILA-ILTA Conference (Indpls.)	214	3.25
	14	Postage	212	.26
				$188.87

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — November 25, 1980

Jankowski Associates, Architects	Professional services and reimbursables	3,783.47
McKay Electric Company	Electrical work on the addition to the Fort Wayne Public Library - FINAL	6,982.00
Shambaugh & Son, Inc.	Fire protection for the new addition to Main Library - FINAL	250.00
American Seating Company	Circle seating chairs & tables	9,897.00
Armstrong Flowers, Inc.	30 plants	2,555.00
Business Equipment Distributors	Desks, credenza, files & bookcases	5,490.51
Dictating & Time Systems	Rapidprint Time Stamp	280.00
Dictating & Time Systems	Porta-King cashier's booth	4,621.75
Hall's Motor Transit Co.	Freight charges	134.76
Howron & Associates	Correll tables	3,304.93
Kavanaugh Sales Company	Lyons Desks, Credenzas, Shelving	5,103.13
L & B Products Corp.	Chairs and hand truck	2,572.50
Martin, Inc.	Labor, equipment & material to tear down building & paving parking lot 80% complete	15,462.48
Moore's Restaurant Equip.Inc.	Utility cart	79.00
P. I. E.	Freight charges	377.29
Reynolds Interiors	Freight charges American Seating Co.	287.41
		$61,181.23

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY IMPROVEMENT RESERVE FUND

Public Library Bills November 25, 1980

Shambaugh & Son, Inc.	Fire protection for the existing Main Library - FINAL	$250.00

C K Mathis

Mary M Jackson

Dean McMahan

Rose Hatley

APPROVED

Bill J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY
CARPET BIDS FOR MAIN BRANCH

November 25, 1980

BIDDER'S NAME	BID AMOUNT	Experience Record and References	Form 95	Non-collusion Affidavit	Bidder's Bond	Bid Information Form	ADDITIONAL NOTES
CARPETLAND, USA	19,867.71	✓	✓	✓	✓	✓	
CLARK & MITCHELL							
L. S. AYRES Southtown	24,955.00	—	✓	✓	—	✓	
STRAHM, INC.	23,069.00	✓	✓	✓	✓	✓	
FORT WAYNE MINORITY CONTRACTOR'S ASSOCIATION (Mack Conrad)	20,199.08	—	—	—	Bid Cashier Check	✓	

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

December 18, 1980

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

Re: The December 22 Board Meeting

The Library Board will meet as scheduled on MONDAY, DECEMBER 22, 1980, at 3:00 p.m. in the Board Room of the Main Library. The enclosed materials will help you prepare for the meeting.

1. Agenda.
2. Minutes of the November 25 Board meeting.
3. A Report on Fire Protection at the Main Library.
4. A Program of Events for the Grand Opening of the Main Library Addition.
5. A proposed resolution creating the William H. Crane Memorial Fund.
6. A memorandum concerning a request for partial payment by Estey Corporation.
7. A memorandum concerning potential sale of property.
8. The Library's 1979 Annual Report.

I look forward to seeing you Monday.

RJA/dno'n

AGENDA

Allen County Public Library
Board of Library Trustees
December 22, 1980
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana
3:00 p.m.

1. Adoption of the Agenda.

2. Approval of the Minutes of the November 25 Board meeting.

3. Opening of Bids for Radio Transmission of Fire Alarms for the Main Library.

4. Report of the Director.
   a. Fire Protection at the Main Library.
   b. Progress report on the Main Library move.
   c. Program of events for the Main Library Addition grand opening, January 18-24,1981.
   d. Other.

5. Adoption of a date for the 1981 organizational meeting of the Board.

6. Adoption of a resolution creating the William H. Crane Memorial Fund.

7. Approval of the following salaried appointments:

Virginia Keller, Library Assistant, Readers' Services	$9,000
Carol Cowles, Manager, Art, Music, and Audio-Visual Services	$17,500

8. Approval of payment of the following bills:

Operating Fund	$221,539.62
Bond & Interest Redemption Fund	294,935.52
Library Building & Equip. Fund	13,835.81
PERF - OASI Division	7,907.49
Indiana & Michigan Electric Co.	5,516.96
Northern Ind. Public Service Co.	3,912.78
Blue Cross Hospital Service	4,668.00
Lincoln National Life Insurance Co.	2,609.68

9. Decision concerning a request for partial payment by Estey Corporation.

10. Other business.

11. Executive session concerning potential sale of property.

12. Adjournment.

After adjournment: A tour of new and rearranged areas of the Main Library.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

December 22, 1980

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on December 22, 1980. Members present: Mr. George R. Mather, Mrs. Rae Gates, Mrs. Patricia Vogel, Mrs. Lu Ann Beaman, Mrs. Mary Koehlinger and Mr. Alan McMahan. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.

2. Approval of the minutes of the November 25 Board meeting. The Board approved the minutes as submitted.

3. Opening of bids for Radio Transmission of Fire Alarms for the Main Library. The following bids were received and read aloud:

Havel Bros. Inc	$10,971.00
Shambaugh & Son	10,750.00
McKay Electric	9,537.00
R & A Plumbing	12,624.00
Hamilton Electric	9,623.00

The bids were referred to David C. Matson, Consulting Engineer for this project. The contract is to be awarded at the next Board meeting upon the recommendation of the Consulting Engineer.

4. Report of the Director. Dr. Ashton reported on the following matters:

a. Fire Protection at the Main Library. A written report had been previously circulated.

b. Progress report on the Main Library move. On Saturday December 13 and Sunday December 14 more than 150 employees and volunteers completed a major portion of the move. The Board adopted the following Resolution of Thanks:

"The Board of Library Trustees extends its gratitude to all the people who have helped in the moving of departments and rearrangement of the Main Library building. The speed, accuracy, and good cheer with which the staff and the volunteers have accomplished this large task are a source of pride to the Board and the community."

c. Program of events for the Main Library Addition grand opening, January 18-24, 1981. Invitations are being sent for the open house on Sunday,

January 18, 1981 from 2:00 - 5:00 p.m. with dedication of the new wing at 3:00 p.m.

5. Adoption of a date for the 1981 organizational meeting of the Board. The Board decided to have the organizational meeting on January 22, 1981 as the first item on the agenda.

6. Adoption of a resolution creating the William H. Crane Memorial Fund. The Board moved and adopted the following resolution:

William H. Crane, Head of the Government Documents and Law Department of the Allen County Public Library, died on November 11, 1980. Because of Mr. Crane's devotion to and interest in the Library, his family has designated the Library as the recipient of memorial contributions. Contributions in the amount of $760.00 have now been received. In honor of Mr. Crane, the Board of Library Trustees of the Allen County Public Library hereby designates this sum, along with any further memorial contributions to be received, as the William H. Crane Memorial Fund. The Board directs that the fund be appropriately invested and that the income be used for the purchase of books and other library materials in the areas of Government and Law.

Mr. McMahan was appointed to oversee the investment of the funds.

7. Approval of the following salaried appointments:

Virginia Keller, Library Assistant, Readers' Services	$9,000
Carol Cowles, Manager, Art, Music, and Audio-Visual Services	$17,500

The Board approved the salaried appointments.

8. Approval of payment of the following bills:

Operating fund	$221,539.62
Bond & Interest Redemption Fund	294,935.52
Library Building & Equipment Fund	13,835.81
PERF - OASI Division	7,907.49
Indiana & Michigan Electric Co.	5,516.96
Northern Ind. Public Service Co.	3,912.78
Blue Cross Hospital Service	4,668.00
Lincoln National Life Insurance Co.	2,609.68

The Board approved payment of the bills as submitted.

9. Decision concerning a request for partial payment by Estey Corporation. Upon the recommendation of the Director no action was taken at this time.

10. Other Business. Mr. Mather appointed Mrs. Vogel, chairman, Mrs. Beaman, and Mr. Tazian as a nominating committee to report at the January meeting.

12. Adjournment. The Board adjourned.

11. The Board reconvened in Executive Session to discuss potential sale of property. After discussion, the Board directed Dr. Ashton to seek appraisals on the property and report his findings to the Board. The Board adjourned. After adjournment: A tour of new and rearranged areas of the Main Library.

A REPORT ON FIRE PROTECTION AT THE MAIN LIBRARY

December 18, 1980

At the November 25 meeting of the Board of Library Trustees the Board resolved to advertise for bids for a radio-transmitted fire alarm system for the expanded Main Library building. At that time, Board members raised several questions concerning fire protection. This report provides answers to those questions.

1. What is our present system? Both the 1968 Main Library building and the 1980 Addition contain smoke and heat detection systems on all four floors and fire sprinkler systems in the basement and sub-basement. These systems are all connected via wire to the City Signal Department. If a smoke detector should be activated or a sprinkler head should melt and release water, an alarm would be directly transmitted to the Fire Department, which would respond by sending trucks to the front door of the building on Webster Street. Fire Department personnel would check an annunciator panel located behind the Main Desk in the lobby to locate the trouble.

2. What would be the advantage of a radio transmitted alarm? The proposed system, in addition to being free from the problems of underground wires, would be able to send several different signals, depending upon the location and nature of the trouble. The Fire Department dispatcher would know whether the signal had been sent by smoke detection or water movement in the sprinkler system. The dispatcher would know whether the trouble was in the 1968 building or in the 1980 addition. Trucks would then be directed to the appropriate entrance on Webster Street or Wayne Street. Two sump pump locations and the sewage ejector would also be monitored; pump failure would send an alarm to the Fire Department. The post on which the radio transmitter would be mounted would carry an alarm box through which a manual signal could be sent to the

Police or Emergency Medical Services.

3. What happens in a power failure? The present smoke detection and fire alarm systems are provided with battery-operated backup power. Batteries are constantly recharged by an interconnection with the normal electric power system. Emergency lighting, with small battery packs, is installed throughout the Main Library complex. The sump pumps in the Addition, which handle most of the water pumped out of the building, are provided with a backup generator powered by natural gas. This generator would automatically switch on during a power failure. The proposed radio transmitter is completely battery-operated, with a solar-powered recharger requiring seven hours of sunshine per month to maintain a full charge.

4. What do the insurers say? Duane Lupke of Lupke-Rice Associates believes it would be difficult for the Main Library building to achieve a better fire insurance rating than the excellent one it now has. With all-concrete construction, sprinklers in the basement and sub-basement, smoke and heat detection throughout the building, and a direct signal to the Fire Department by wire or radio, it is, according to Mr. Lupke, "one of the best buildings in Fort Wayne."

5. What does the Fire Department say? Fire Prevention Bureau officials have been the chief proponents of the radio-transmitted alarm system. They believe it would improve Fire Department response time in the event of an alarm. They hope eventually to convert all the existing wire-transmitted alarm systems in the city to radio-transmitted systems. During the next few years they would propose a renovation of the smoke and heat detection system in the 1968 building, with a newer type of detector head.

6. What can the Library Board conclude? The Main Library has a very good fire protection system now. Installation of a radio-transmitted alarm system will provide even better protection.

SUNDAY 18 January	MONDAY 19 January	TUESDAY 20 January	WEDNESDAY 21 January	THURSDAY 22 January	FRIDAY 23 January	SATURDAY 24 January
2:00 - 5:00 Open House a. Staff in each department b. Guided tours at 10 minute intervals starting at new auditorium c. Refreshments available in main lobby (cake & punch) 3:00 Dedication of Main Library Addition	10:00 Storytime Children's Room Kathy Witwer stories & puppets 12:15 - 1:15 Brownbagger Films Auditorium Steve Riedel skit "Art Films" 1. Sky Dance 2. The Red Balloon 3. Pas De Deux 7:30 Arts & Music Auditorium Ft. Wayne Chamber Players Beethoven's Septet	12:00 - 1:00 Storytime Children's Room Cornelia Bedelia Gayle McGuire SWACS story & slide presentation 12:15 - 1:15 Brownbagger Films Auditorium Inauguration Day Specials 1. The World of Franklin & Jefferson 2. Doonesbury Special 3. Jimmy the C 7:00 YAR Auditorium Karate Demonstration Robt. Bowles Karate Academy	10:00 Storytime Children's Room Ethel Johnson 12:15 - 1:15 Brownbagger Films Auditorium Horror & Sci-Fi Day 1. The Return 2. Omega 3. Hardware Wars 4. Recorded Live 7:00 GC Auditorium Genealogy at ACPL Dorothy Lower	12:15 - 1:15 Brownbagger Films Auditorium Animation Favorites 1. It's Tough to be a Bird 2. Milestones for Animation 1:00 Storytime Children's Room Randal Gillen signed story & singing 7:30 Arts & Music Auditorium Big Band Concert 18 piece band playing Dorsey, Ellington, Basie	10:00 Storytime Children's Room Branch staff 12:15 - 1:15 Auditorium Ft. Wayne Filmmakers 1. Martin Fischer 2. Dale John Pequignot 3. Scott Lawson & Brad Renner 8:00 Auditorium Theatre For Ideas Reflection of Three Generations	9:00 - 6:00 YAR Dungeons & Dragons Day 10:00 Saturday Film Auditorium Escape to Witch Mountain 7:30 & 9:30 Cinema Center Auditorium

A PROPOSED RESOLUTION CREATING THE WILLIAM H. CRANE MEMORIAL FUND.

William H. Crane, Head of the Government Documents and Law Department of the Allen County Public Library, died on November 11, 1980. Because of Mr. Crane's devotion to and interest in the Library, his family has designated the Library as the recipient of memorial contributions. Contributions in the amount of $760.00 have now been received. In honor of Mr. Crane, the Board of Library Trustees of the Allen County Public Library hereby designates this sum, along with any further memorial contributions to be received, as the William H. Crane Memorial Fund. The Board directs that the fund be appropriately invested and that the income be used for the purchase of books and other library materials in the areas of Government and Law.

A MEMORANDUM CONCERNING A REQUEST FOR PARTIAL PAYMENT BY ESTEY CORPORATION

To: All Library Board Members

From: Rick Ashton

December 18, 1980

Estey Corporation, the supplier of the steel library shelving for the Main Library Addition, has applied for $52,992.90 as partial payment for work completed on its contract with the Library. This represents 90% of the total contract sum of $58,881.

The contract between the Allen County Public Library and the Estey Corporation calls for payment of 90% of the total contract amount upon delivery and installation of all equipment, with the remaining 10% to be paid when all punch list items have been completed to the satisfaction of the Architect and the Library.

At the time of this writing, Estey Corporation has not delivered and installed all the equipment. Approximately 5% of the material is still lacking. It is possible that this deficiency will be remedied by the time of the Board meeting. If this is done, I will recommend that the Board approve the partial payment. If delivery and installation are not complete, I will recommend that the Board delay the 90% payment until Estey Corporation has delivered and installed all the equipment.

A MEMORANDUM ON POTENTIAL SALE OF PROPERTY

December 18, 1980

Neighboring property owners have recently expressed interest in the purchase of two small lots owned by the Library, both of which are now used for staff parking. One lot is on the south side of Washington Boulevard in the block between Webster and Ewing, just west of the Fort Wayne Credit Bureau. It has a capacity of ten parking spaces. The other lot is on the northeast corner of Webster Street and Jefferson Boulevard, just west of the new location of the downtown Hillman's China and Gifts store. It has a capacity of twenty-two parking spaces.

With recent increases in staff parking space in the area directly behind the Main Library Addition, neither of these lots is essential for staff parking. Gradual reduction of overall staff size and increased use of public transportation by staff bring further reductions in the need for staff parking.

With Board approval, I will seek appraisals on these two lots as a first step in determining the appropriateness of possible sales. Mr. Fruechtenicht will advise the Board concerning proper legal procedures if the Board decides to sell the properties.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

December 22, 1980

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

NOVEMBER 1980

Main Library Fines		2,460.87
Georgetown Branch Library	758.05	
Hessen Cassel Branch	346.28	
Little Turtle Branch	248.41	
Pontiac Branch	15.10	
Shawnee Branch	272.53	
Tecumseh Branch	154.20	
Waynedale Branch	217.05	
Harlan Branch	22.00	
Monroeville Branch	33.00	
New Haven Branch	89.55	
Woodburn Branch	21.35	
Bookmobile #2	36.60	
Bookmobile #4	44.12	
Bookmobile #5	25.00	
Bookmobile #7	6.00	2,289.24
Art & Recordings		281.50
Rent (Annex - Hunter)		1,000.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Carl Light)		4,000.00
Parking Lot Receipts (Harrison & Washington)		2,591.45
Copier Receipts		4,818.07
Subscription Fees		100.00
Tom's Snack Foods Commission		11.05
Scholastic Magazine Refund		1.25
Subscription Refund		2.50
Telephone Pay Station Commission		9.60
Reserve Postals		29.85
Books		216.48
Pamphlets		44.40
		$17,976.26

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

December 22, 1980

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES NOVEMBER 16 - DECEMBER 14, 1980

Nov. 17	Postage	212	6.52
19	Postage	212	1.18
20	Postage	212	1.41
	Hauling trash	252	5.00
21	Postage	212	6.11
24	Postage	212	1.11
25	Postage	212	.19
26	Postage	212	4.52
Dec. 1	Postage	212	8.12
2	Postage	212	3.19
3	Hauling trash	252	5.00
	Postage	212	1.28
4	Postage	212	1.06
5	Postage	212	2.04
8	Postage	212	.52
9	Postage	212	.69
10	Postage	212	1.06
11	Postage	212	.46
12	Postage	212	4.19
			$53.65

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — December 22, 1980

Jankowski Associates, Architects	Additional services: Request for Engineering & Design of Additional Heating System at North Entrance of Addition	1,003.60
Business Equipment Distributors	Desks, stand, table	797.46
Associates Commercial Corp.	Chairs	583.20
Cramer Industries, Inc.	Arm chair stools, Arm Chairs	787.77
Dictating & Time Systems	Shipping charges on parking booth	146.66
Dohrn Transfer Company	Freight for 8 pkgs. signs	31.80
Ewing Nursery & Landscaping, Inc.	Landscape Planting - Parking lot Harrison & Washington	1,474.15
Fort Wayne Newspapers, Inc.	Publication of Legal Notice for the radio transmission fire alarm signals	39.96
Interstate Motor Freight System	Freight	28.72
Klopf Audio/Video Company	Engineering and consulting - Second progress payment	2,663.00
Masolite Concrete Products	Stake pins	51.00
Peter Pepper Products, Inc.	Clocks	215.00
Roethele Building Materials, Inc.	Plywood	916.05
Schlatter Hardware, Inc.	Fire extinguishers	566.04
Thalner Electronic Laboratories, Inc.	Camera, cable, recorder, battery	4,504.00
Spector Freight System	Freight	27.40
		$13,835.81

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

December 22, 1980

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[illegible]

[illegible]

[illegible]

[illegible]

FORT WAYNE PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills — December 22, 1980

Fort Wayne National Bank	Bonds and coupons due January 1, 1981	$173,960.00
Lincoln National Bank & Trust Company	Bonds and coupons due January 1, 1981	120,975.52
		$294,935.52

J B Mather

Patricia Vogel

Lillian Scanlan

Mary M. Koeklerger

Susan McMahan

Rae Stater

APPROVED

Bill J. Alston

DIRECTOR

FORT WAYNE PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills — December 22, 1980

Fort Wayne National Bank	Bonds and coupons due January 1, 1981	$173,950.00
Lincoln National Bank & Trust Company	Bonds and coupons due January 1, 1981	120,975.32
		$294,925.32

APPROVED

DIRECTOR

NATIONAL

The number of this binder is

96-638

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MINUTES

Board of Library Trustees

1980